

# **Manual – LDB 1.5**

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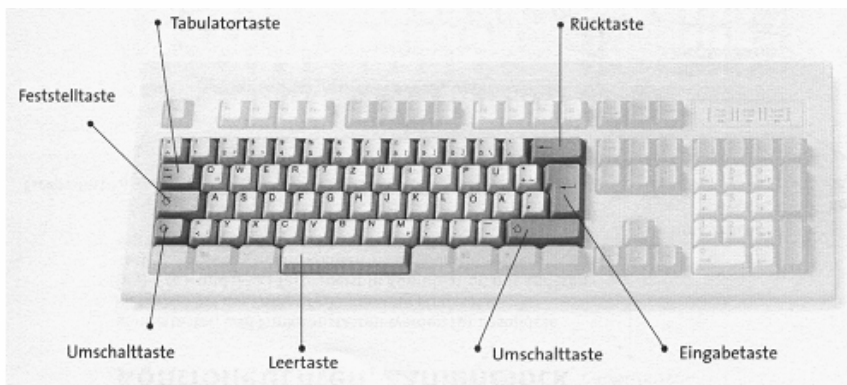
**Note:** SimonsVoss Technologies, Inc reserves the right to makes changes to its products without prior announcement. As a consequence, the descriptions and explanations in this documentation may theoretically differ from the latest version of the product and software. In case of doubt, the original German edition should be used as a content reference. Subject to faults and grammatical errors.

## 1.0 Commissioning

### 1.1 Standard toolbar / button functions



1.	File / New	<b>Ctrl &amp; N</b>
2.	File / Open	Ctrl & O
3.	Save or Save as	Ctrl & S
4.	Print	Ctrl & P
5.	New Locking System	
6.	New Locking	
7.	New Transponder	
8.	Properties	Alt & Return key
9.	Read locking	Ctrl & Shift & U
10.	Read transponder	Ctrl & Shift & R
11.	Authorize locking system Open locking system	Ctrl & Shift & A Ctrl & Shift & O
12.	Program locking Program transponder	Ctrl & Shift & L Ctrl & Shift & T
13.	Delete	
14.	Undo	Ctrl & Z
15.	Redo	
16.	Cut	Ctrl & X
17.	Copy	Ctrl & C
18.	Paste	Ctrl & V
19.	Software Version Info	



**Comment [WS1]:** Need to redu this to change „locking“

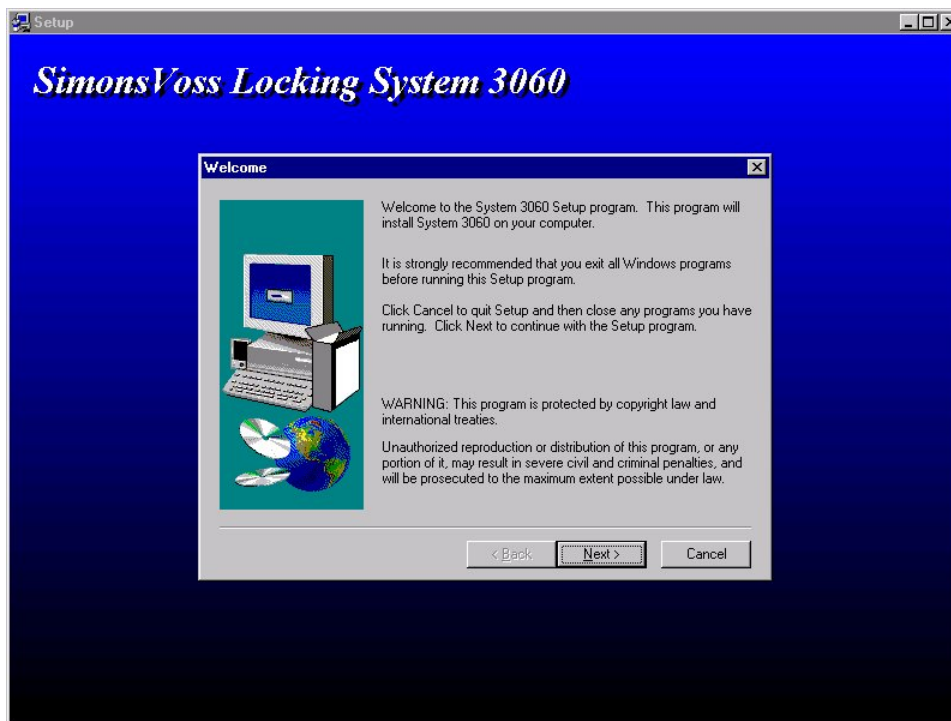
### 1.2 Installing the software

System requirements for installing the Lock Plan software:

- Windows 98, Windows ME, Windows NT/2000, Windows XP
- If you are using the Event Manager, then we recommend that you run the software on the professional version of the Windows NT/2000 or Windows XP operating system
- Free hard disk space: 20 MB, RAM: 32 MB (recommended: 64 MB)
- Storage space required per Lock Plan: 1–5 MB
- RS232 or USB port, depending on the Configuration tool



Windows NT/2000/XP users: the software must be installed by your System Administrator. If you are already using SimonsVoss Lock Plan software, please remove the old version using the Control Panel before installing the new software.



Warning: Depending on the structure and size of your Lock Plan, it may be that the computer hardware you use has to meet certain minimum requirements (memory, processor speed, etc.). These requirements are available directly from SimonsVoss.



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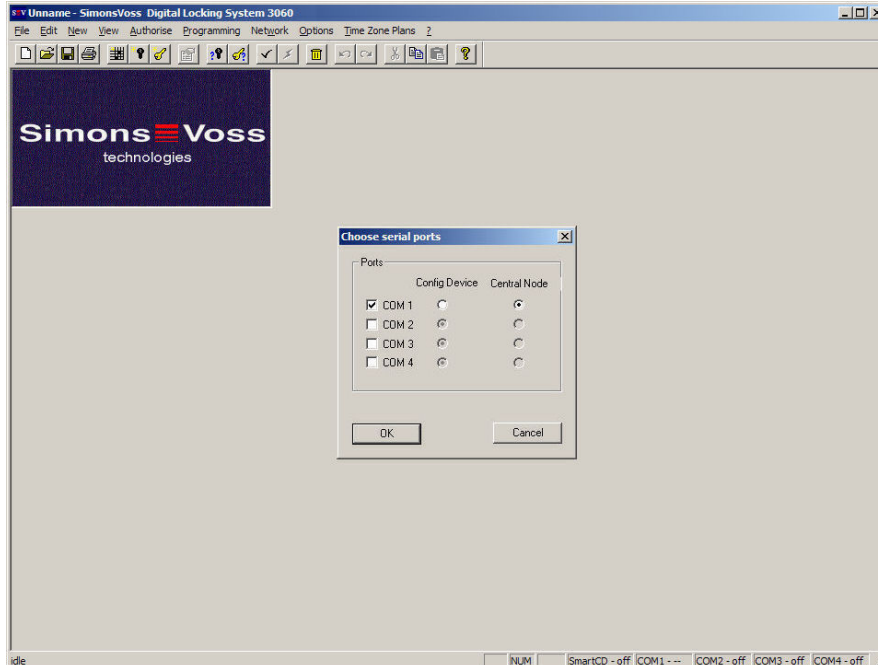
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Insert the SimonsVoss CD. In Windows Explorer, select the CD-ROM drive and click on **Software > System3060 > English > Setup.exe**. Follow the setup instructions. Once you have finished the installation, restart your computer.

One way to start the program is from the Windows Task Bar. To do this, choose **Start > Programs > System 3060**.

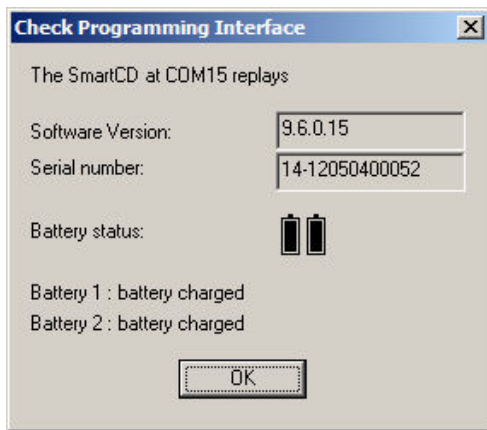
The very first time you start the program, the software will check whether a Configuration tool (see section 1.3) is connected. This will take a few seconds. Connect your Configuration tool to a free port (i.e. COM1) and click the **OK** button.

The default setting in the software is for the Configuration tool to be connected to the COM1 port. If you do not connect the Configuration tool to COM1, a selection box will open in which you can choose another port. If you are using a SmartCD type Configuration tool, then you will have to first install the necessary device drivers, which you will find on the CD-ROM, which comes with the SmartCD. The software can also detect your Configuration tool on a port higher than COM4 without you having to make settings yourself.



### 1.3 Testing the Configuration tool

You can test the Configuration tool you have connected at **Programming > Check Programming Interface**. The Configuration tool will respond with its software version: Config Device SW 2.7 or 2.8; PalmCD SW 8.6 or 8.7; PalmCD2 SW 9.1–9.3; SmartCD SW 9.6.0.15 or higher; CentralNode SW 1.0. The term 'Configuration tool' used in this document relates to all of these devices. Any variations in the way these are handled will be described, or can be found in the latest versions of the appropriate manuals.

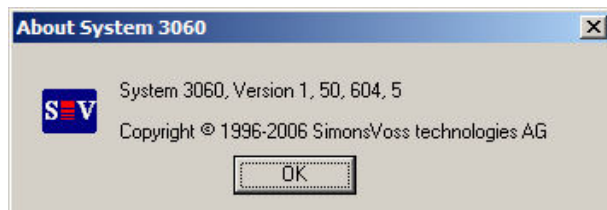


Confirm with **OK**.

If the Configuration tool does not respond, check to see if the port is blocked by another program (such as HotSync Manager) or set it to another COM port. You can choose from four serial ports; settings can be made at **Options > Comport....** The COM1 port is set by default.

### 1.4 Current software version

You can display this by clicking on the question mark (?) and then **About LDB....**



Warning: If an older version of the software (< 1.50) is installed, please contact your retailer or SimonsVoss directly. You can download the latest version of the

software on the Internet at [www.simons-voss.us](http://www.simons-voss.us) (Products – Downloads folder).



To install a newer version of the software, proceed as described in 'Commissioning, Installing the software'. Existing Lock Plans will not be affected, and can be opened and managed using the new version of the software.

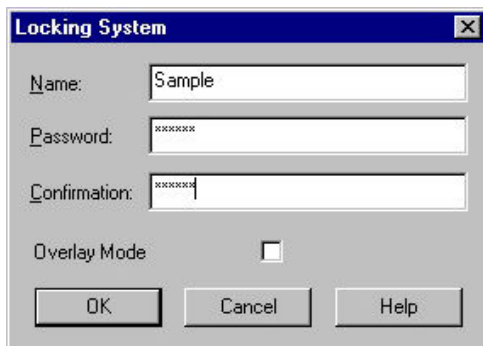
## 2.0 Setting up a Lock Plan

### 2.1 Creating a new Lock System

Choose **New > Lock System**. Enter the name of the Lock System (for example your company name). Then press the **Tab key**.

The software will now ask for the password for the Lock System. Make sure you do not lose or forget the password. If you do lose it, you will not be able to make changes to the Lock Plan or perform tasks using the Configuration Device. The password guards your Lock System. You should therefore treat it like a debit card PIN or other personal secret code, and never give it to anyone who is not authorized to use it. Never use obvious character sequences such as birthdays or first names. It is best to use combinations of words and numbers that would never be found in a dictionary but are easy for you to remember.

Enter the password and confirm it, taking care to use the correct upper and lower case characters. Define whether you would like to operate the Lock System in Overlay Mode (see 'System manual, Legend'), then click on **OK**.



### 2.2 Define door names

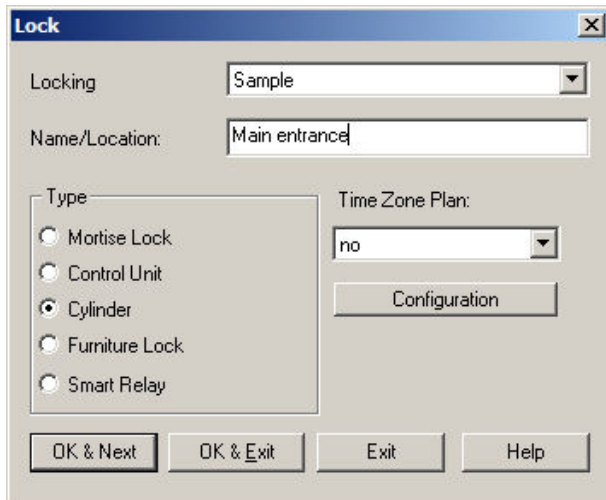
The next step is to enter the first door name (i.e., Main Entrance). Choose a unique name that can be clearly distinguished; using room numbers is one way of doing this. Select the component that you are using (i.e., US Lock). The default setting is US Lock. If you would like to set up more locks, then click **OK & Continue**, otherwise click on **OK & Finish**.



You can change the name of a lock at any time; reprogramming is not necessary.



You can also import the names of the locks from an existing database; for more information, refer to the section of this manual on importing and exporting.



If you clicked **OK & Continue**, you can now define more locks. Simply enter the door name and confirm by pressing **Enter**.

Note: If the type of lock changes, then mark it accordingly.



Warning: You cannot change a SmartRelay type lock to any other type of lock after it has been defined.

The locks you have set up will now appear at the left-hand side of the screen.

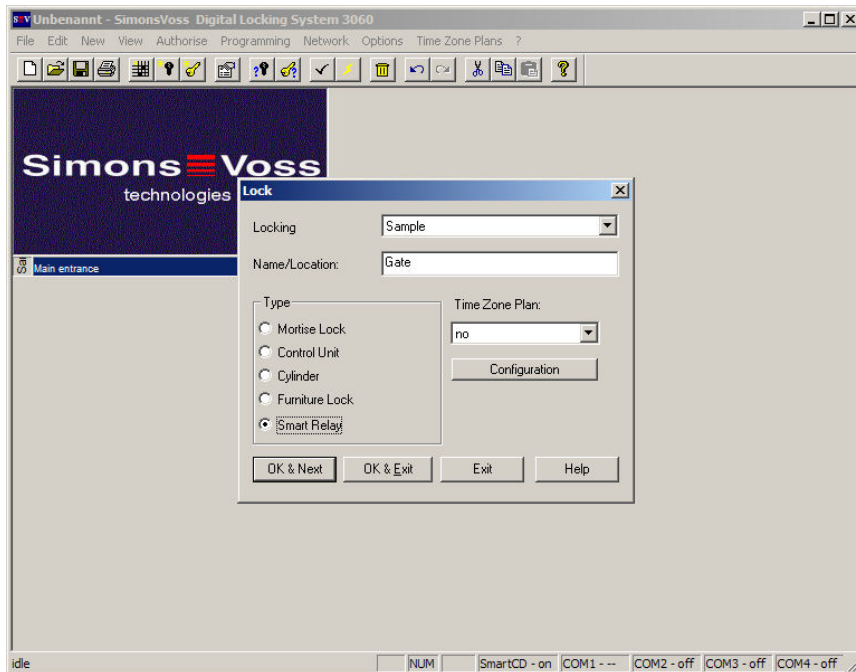


The yellow flash to the right of the lock signifies that changes have been made to the lock definition but not yet programmed into the lock.

If you do not want to make any more entries, click the **Finish** button.

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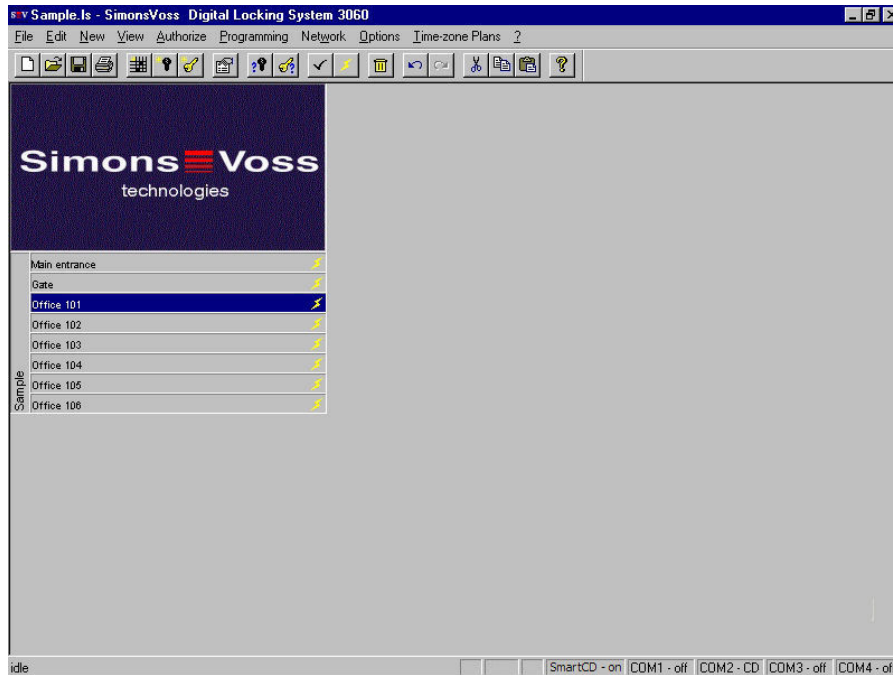


If you are entering room numbers, then you can set up several locks easily using the copy function. Enter the room number involved (i.e., Office 101).

Confirm the entry by pressing **OK & Finish**. Then, select the lock with the left-hand mouse button so that it appears highlighted. Click the right-hand mouse button, then choose **Multiple Copy** using the left-hand button, and specify how many copies you want to make (i.e., 5).



If you do not need a room number (lock), then simply delete it by selecting the lock and choosing **Edit > Cut**.



## 2.3 Inserting divider bars

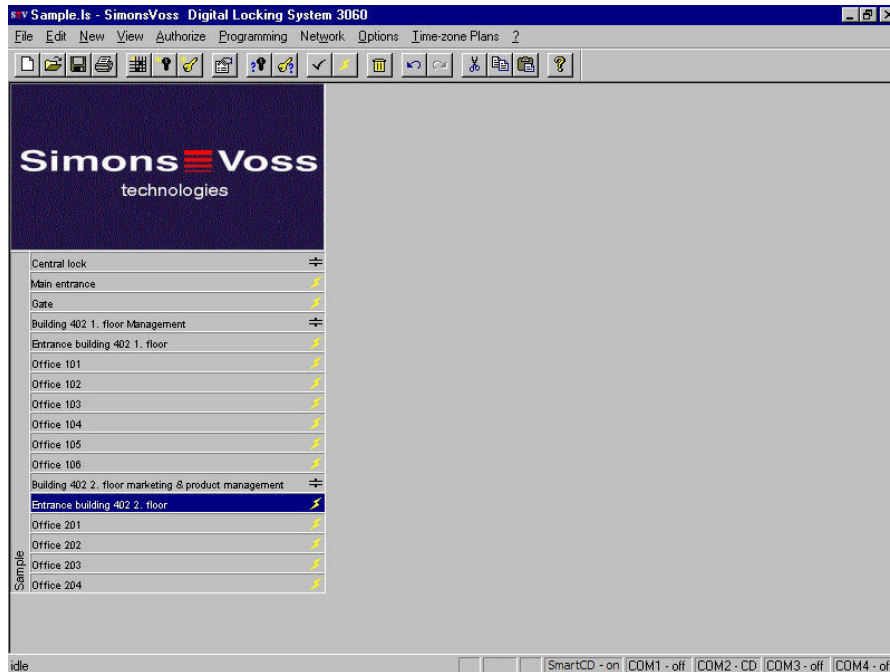
Divider bars are used to categorize locks – into particular areas, for instance (buildings, floors and so on).

Click on the lock above which you would like to insert a divider bar. Click the right-hand mouse button and select **New → Divider bar**.

Next, enter the name of the divider bar and confirm with **OK**.

For example: Central lock, Building 402 – 1<sup>st</sup> floor Admin, Building 402 – 2<sup>nd</sup> floor Marketing & Product Management

You can also insert divider bars between the transponders. The divider bar is always created in front of the selected transponder.



## 2.4 Setting up transponders

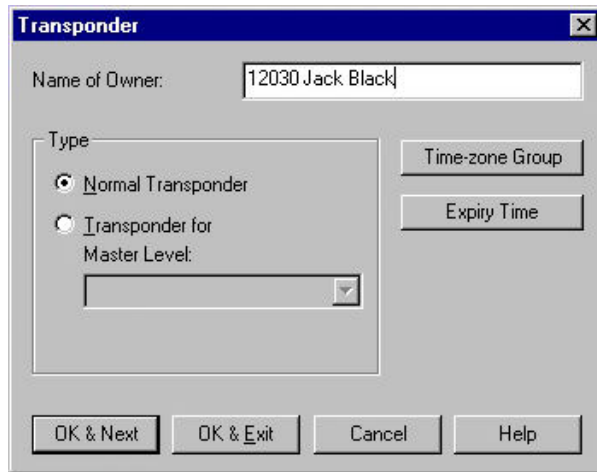
Select **New > Transponder**. Enter the name of the first transponder owner. This name can only be allocated once. You can also specify the serial number of the transponder along with the name (i.e., 12030 Jack Black).

The advantage of doing this is clear if we look at an example. Assume you give three transponders to your cleaning company. The company calls up to say it has lost a transponder. By asking for the serial numbers of the other two transponders you can determine exactly which of the three has been lost. Next, allocate more names. Each time you have finished an entry, confirm it with **Enter**. Once you have entered all the names you want to define for now, click on **OK & Finish**.



You can change the names of transponders at any time; reprogramming is not necessary. You can also import the names of the transponders from an existing database; for more information, refer to the section of this Manual on importing and exporting.





### 2.5 Authorizing transponders for specific times and dates

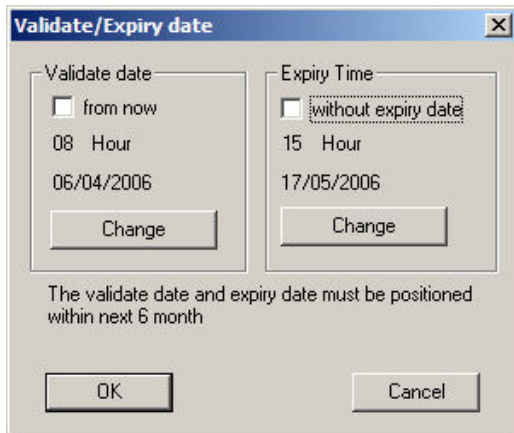
Choose **New > Transponder**. Allocate a name (i.e., Assistant). Click on the **Validity Period** button. You can now define an activation date and/or an expiry date, either of which can be up to six months in the future. Uncheck the relevant box using the left-hand mouse button, then click on **Change**. Enter the required date and time.

For example: Validate date 04/06/2006, 8:00AM, Expiration Time 05/17/2006, 3:00PM.



Transponders with validity dates can only be programmed in a single Lock System. The level of inaccuracy is approximately 1% of the time period defined. If the transponder is given a new date, or if its expiration time lapses, then it is first reset, after which it will be available once again for programming.

Confirm your entries with **OK**.

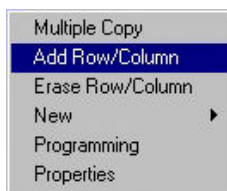


### 2.6 Authorizing transponders

Authorization is allocated at the click of a mouse, and can be changed later if required. This also applies if locks are already programmed.

To create a master key, click on the name you want to allocate it to using the left-hand mouse button (i.e., 12010 Toni Curtis), then click the right-hand mouse button. Select **Add row/column** and the whole row will appear marked.

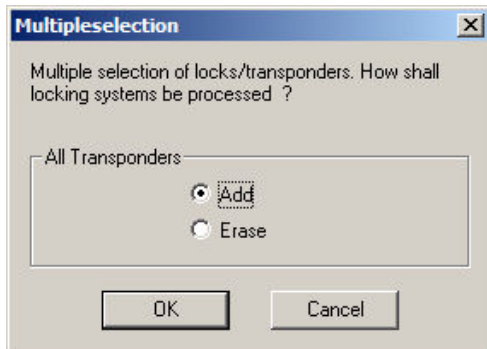
The same applies to locks. For example, if you would like to authorise all employees to use the main entrance, then select that lock and click the right-hand mouse button. Select **Add row/column** and the whole column will appear marked.



You can also block a whole row. Simply select **Erase row/column**, and the crosses will disappear.

When authorizing groups: click the left-hand mouse button and keep it pressed. Move the mouse over the matrix until all of the transponders and locks for the group are marked within the rectangle you have drawn. Release the mouse button.

A dialog then opens entitled *Multiple selection*. Define whether you would like to **Add** or **Erase** the group, then press **OK** to confirm.



This is a very easy way of authorizing to several transponders.

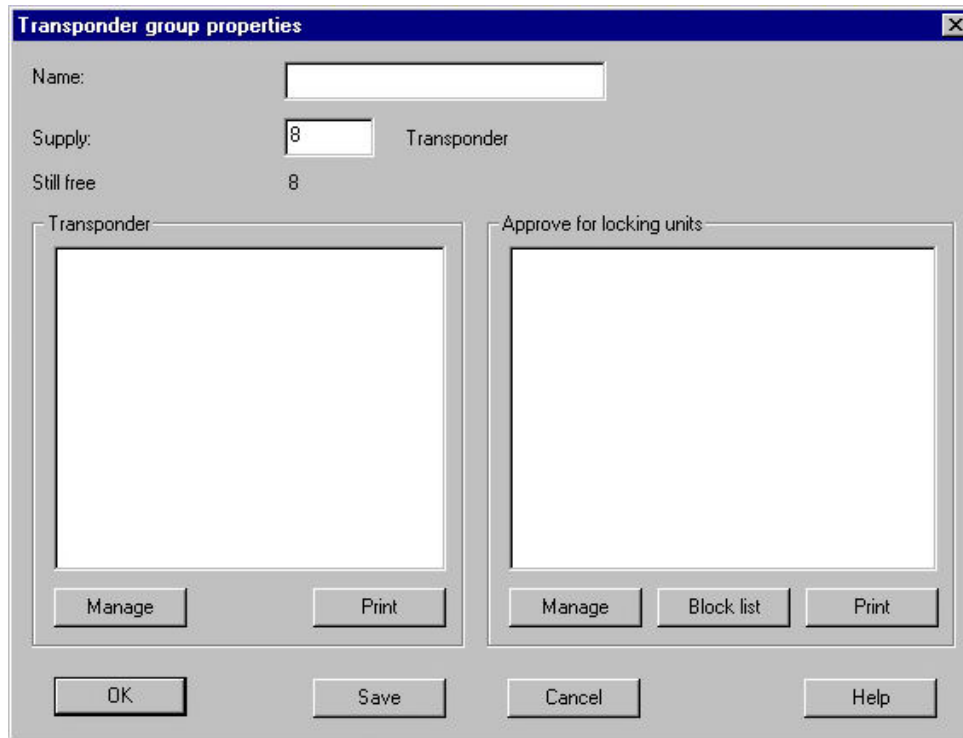
You can also authorize transponders individually using the left-hand mouse button. Position the mouse over the square involved and click the left-hand mouse button. A cross appears. If you would like to cancel an authorization, then move to the cross concerned and click the left-hand mouse button again.

### 2.7 Setting up groups of transponders

To reduce the programming required to set up new transponders you can create reserves at the outset. These do not appear in the Lock Plan, but they are all ready programmed in the locks.

As an example, let us assume you create a transponder group for each department. One group may, for example, be given authorization for all the locks in the Marketing Department offices, and the central lock. If you have programmed the Lock System and you would like to add a new transponder at a later stage, then assign this transponder to the transponder group (in this case Marketing) and program it. The locks that belong to this transponder group do not have to be reprogrammed.

Click on the bar at the left-hand edge of the Lock Plan which contains the name of the Lock Plan. Select **Edit > Properties**, then click on the *Transponder groups* tab. Click the **New** button. Enter a name for the group. Under *Supply*, specify how many reserve transponders you would like to create (it can be any amount between 8 and 504).



Beneath the "*Approve for lock units*" area, click on the **Manage** button. Select the locks for which this transponder group is to be authorized, then click **OK**.



We recommend setting up a transponder group for each department in a company. In a Lock System, a transponder can only be allocated to one transponder group. Removing a transponder from a transponder group will not deactivate that transponder. To deactivate it, the locks have to be reprogrammed. If you would like to allocate a programmed transponder to a different group, then it is better to take back the programmed transponder and give the user a new one which is allocated to the other transponder group.

Confirm your entries by clicking **OK**.



If you would like to make changes to these transponder groups – such as removing a lock from a group – then the lock will have to be reprogrammed.

**Transponder group properties**

Name:

Supply:  Transponder

Still free:

**Transponder**

**Approve for locking units**

## 2.8 Programming locks

Once you have finished making changes to the Lock System, you must then approve it. Locks can be programmed only after the Lock System is authorized.

Choose **Authorize > Authorize Lock System**. Enter your password and confirm by pressing **OK**. Now you can no longer make any changes to the Lock System until it is reopened.

To open the Lock System again, select **Authorize > Open Lock System**. Enter your password and confirm it with **OK**.

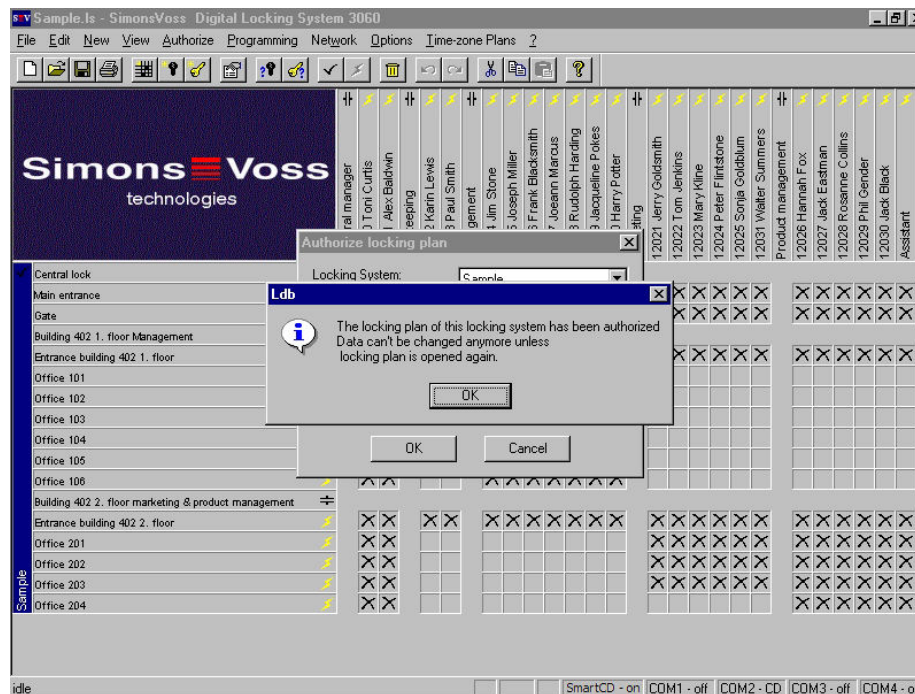
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You can see if a Lock System is approved, because, when it is, there will be a check after its name (i.e., to the left of Central Lock).

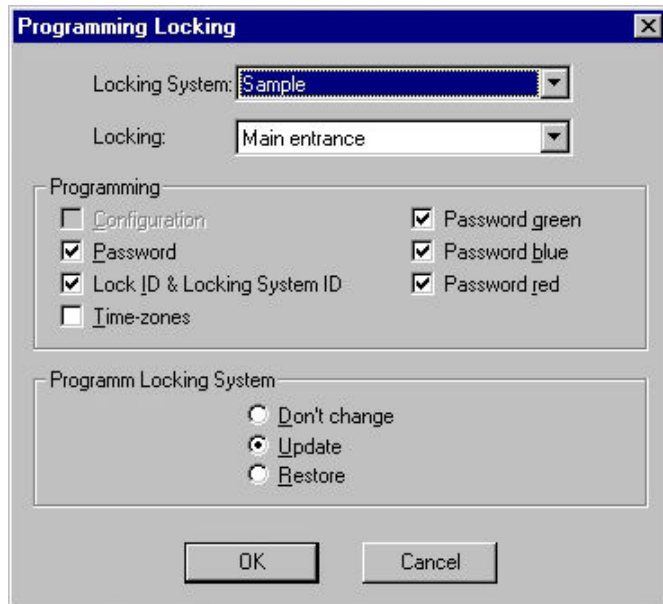
Click on the lock you want to program using the left-hand mouse button. This will result in highlighting the lock (i.e., Main Entrance) on the list.



Choose **Programming > Lock**. Position the Configuration Device within range of the lock and click **OK**.



Make sure there are no other locks or sources of interference nearby.



The yellow flash behind the lock disappears, and the cross appears in bold.

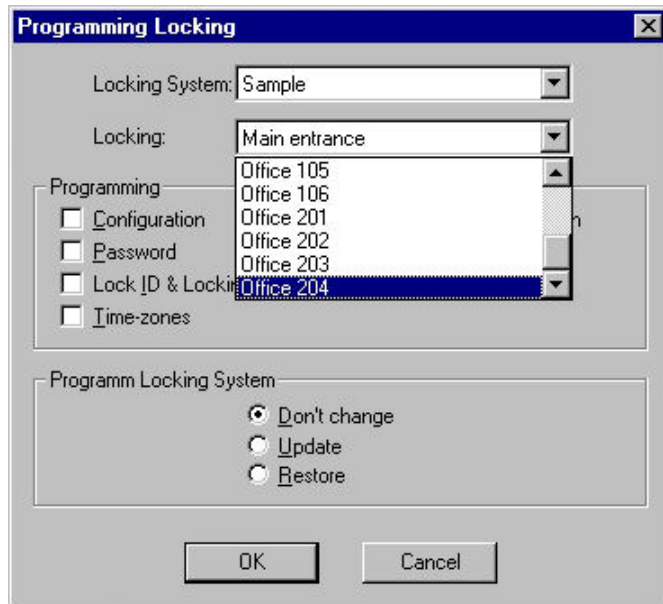


If you are programming a lock or SmartRelay with the audit feature and/or time zones enabled, ensure that your computer's date and time settings are correct. If they are not, the time zone control will not work correctly, and an incorrect date and time will be produced in the **Access List**.

Confirm successful execution by clicking **OK**. You can now program more locks. In the *Program lock* window which is open, simply select another lock using the left-hand mouse button.



The locks are listed alphabetically in the programming dialog's Lock combo control..



Once you have programmed all the locks, close the window by clicking on **Exit**.



You can always add new locks at a later stage.

### 2.9 Programming transponders

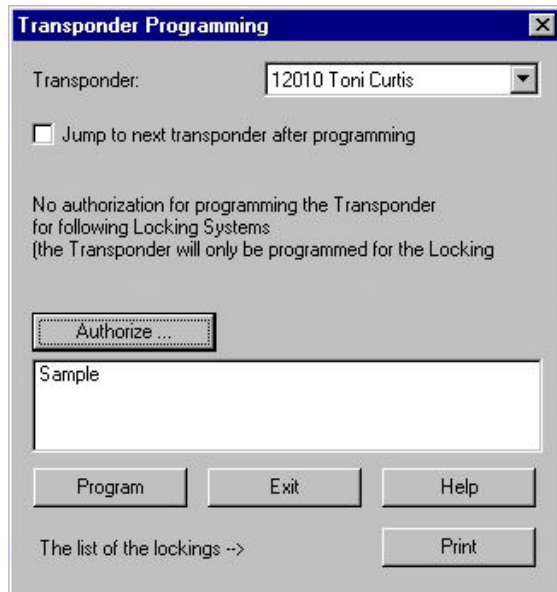
Select the first transponder.

For example: 12010 Toni Curtis

Click on **Programming > Transponder**. The name will appear in the box at the top. The programming of transponders also requires approval, in order to ensure that unauthorized persons cannot program them.

Click the **Authorize...** button.





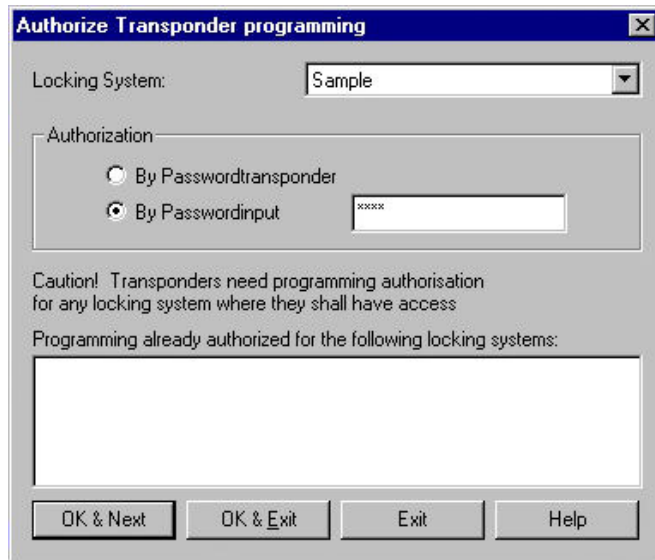
Enter the password for your Lock System. The word is concealed by asterisks as you enter it to prevent unauthorized people from learning your password by looking over your shoulder.



Warning: Choose a password you will remember. There is no way to get around the password if you have forgotten it.

Then click **OK & Finish**. A window opens with the message that the programming of the transponders is authorized.

Confirm this message by clicking **OK**.



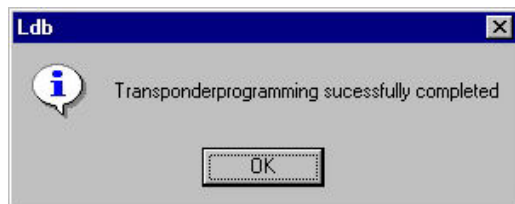
Hold the transponder in front of the Config Device, click **Program**, and briefly press the button on the transponder.



Warning: Make sure that there are no sources of interference nearby.

Warning: Transponders that are not authorized cannot be programmed.

Confirm successful execution with **OK**. The yellow programming flash next to the transponder name will disappear signifying that its programming is now up to date. You can continue to program transponders by choosing the next one in the open window. If desired, the software can move automatically to the next transponder following successful programming. To activate this, check the box next to **Move to next transponder following programming**. Click on **OK** and program the next transponder as described above. Once you have programmed all the transponders, click on **Exit**.



### 2.10 Adding locks

Open the Lock System for editing (**Authorize > Open Lock System**).

A new lock is added above the selected lock. Click the right-hand mouse button then choose **New > Lock**. Enter the name of the lock (i.e., Server room).



If you did not select a lock, the software will create the new lock beneath all of the existing ones.

Choose the type of lock, and then click the **OK & Exit** button, or **OK & Next** if you wish to add more locks.

When you have finished defining new locks the system must be authorized before the lock(s) can be programmed. The system is authorised by selecting **Authorize > Authorize Lock System**. Once the system has been authorized the

Click on the newly created lock, making it appear in blue.

You can now program the lock as described previously, using **Programming > Lock**.



The transponders authorized for the newly created lock do not need to be reprogrammed.

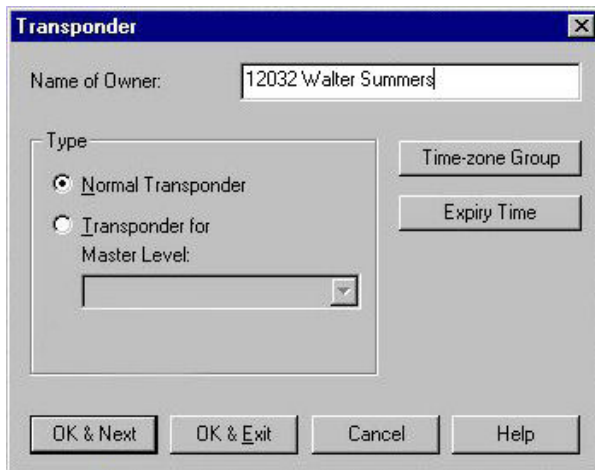
### 2.11 Adding transponders

Open your Lock System, to allow changes, by entering the password. New transponders are added to the left of the selected transponder. Select the column containing the transponder in front of which you would like to insert a new

transponder. Click the right-hand mouse button then choose **New > Transponder**. Enter the name of the new transponder (i.e., 12032 Walter Summers).



If you do not select a transponder, the new one will be created at the end of the columns.



The **Transponder** dialog box contains the following elements:

- Name of Owner:** A text field containing "12032 Walter Summers".
- Type:** A group box containing two radio buttons:
  - ☒ **Normal Transponder**
  - ☐ **Transponder for Master Level:** (with a dropdown menu below it)
- Time-zone Group:** A button.
- Expiry Time:** A button.
- Buttons at the bottom:** **OK & Next**, **OK & Exit**, **Cancel**, and **Help**.

Finally, click the **OK & Exit** button, or the **OK & Next** button if you want to add more transponders. If you wish to assign the new transponder to a transponder group, double click on the bar at the side of the matrix containing the name of the Lock System or select **Edit > Properties**, then choose the *Transponder groups* tab. Select the group most appropriate to the transponder (i.e., Marketing). Click on *Properties*.

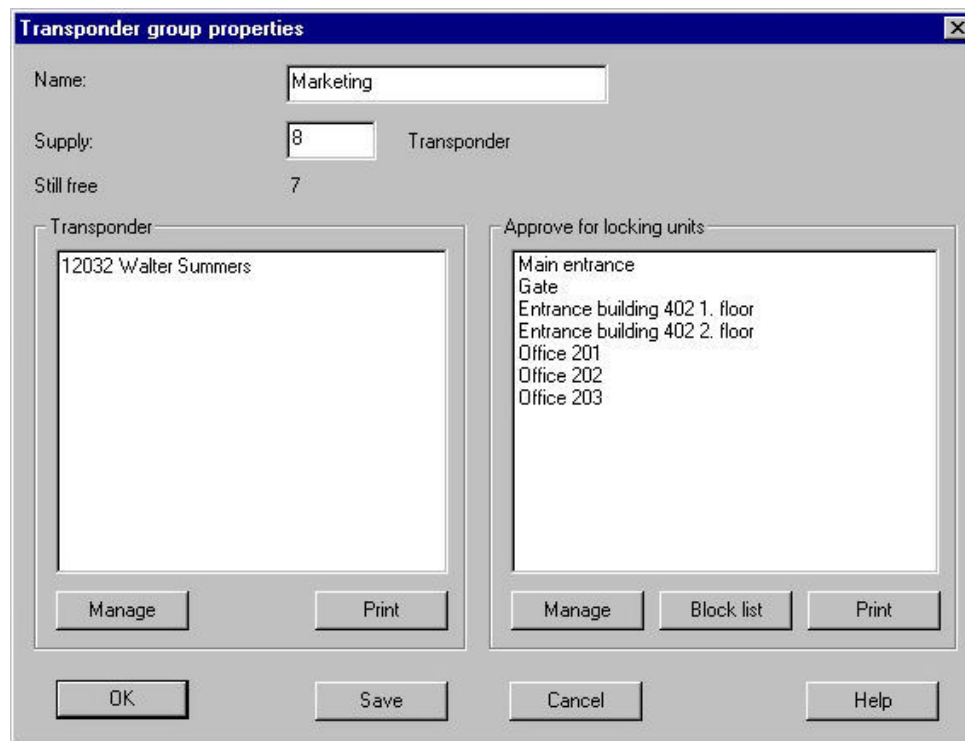


The **Locking system properties** dialog box has the following structure:

- Tabs:** **Name**, **Lockings**, **Transponder**, and **Password**.
- Sub-tabs:** Under the **Transponder** tab, there are **Access logging** and **Transponder groups**.
- Transponder groups list:** A list box containing:
  - Buchhaltung
  - Generalschlüssel
  - Marketing** (highlighted)
  - Produktmanagement
- Buttons:** **New**, **Properties**, and **Delete** are located below the list box.
- Bottom buttons:** **OK**, **Cancel**, **Accept**, and **Help**.

Beneath *Transponders*, click the **Manage** button. Then select the new transponder (i.e., 12032 Walter Summers). Click the Add button, and then close the window. The software will automatically assign authorization (crosses) to the locks concerned.

If you would like the transponder not to have authorization for one of these locks, then simply remove the cross and program the lock. You can cancel this block in the *Transponder group properties* window: select the lock involved, and then click the **Block list** button. Click the **Cancel block** button, then confirm with **OK**.



If the transponder does not belong to any transponder group, then simply allocate its authorizations specifically in the matrix by placing an X at the intersection of the transponder's column and the appropriate door rows.

When the transponder(s) have been added select **Authorize > Authorize Lock System** to accept the changes and allow the programming of system devices. Programming of transponders also requires a separate authorization which is accomplished by selecting **Authorize > Authorize Transponder Programming**.

The transponder is programmed by selecting **Programming > Transponder**. If you would like to authorize a transponder to open a lock which does not belong to a transponder group, then again you can simply use the mouse to assign individual rights. The transponder is already authorized for all the other locks without needing to be reprogrammed.

Comment [WS2]: Phil, is this correct?

# Manual – LDB 1.5

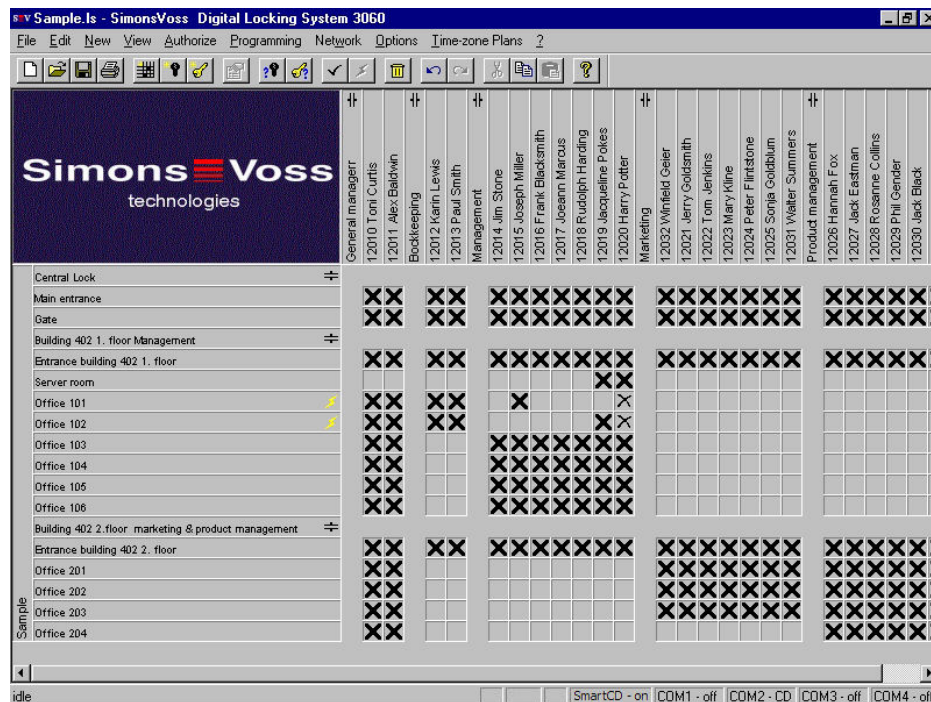
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## 2.12 Changing authorizations

Choose **Authorize > Open Lock System**. Enter the password for your Lock System and confirm with **OK**.

Change the authorizations as described above.

In this example Mr. Potter is given authorization for offices 101 and 102.



Once you have completed your changes, approve the Lock System and program the locks that require programming. The transponders do not have to be reprogrammed.

### 3.0 Time zone management

Electronic access control systems provide the ability to limit access by time and date. This is accomplished by defining time periods when a user is allowed access and time periods when the user is not allowed (disallowed) access. The simple concept of assigning these times to each user becomes very tedious to apply and manage when the list of users starts to grow. Because of this, the concept of time zones was created.

This name does not refer to the geographical time zones such as Eastern, Central, Mountain, or Pacific. These security time zones usually define the start time, the stop time, and the days of the week that apply.

Security Time Zone Example 1: Start Time: 8:00 am Stop Time: 5:00 pm Days: Monday, Tuesday, Wednesday, Thursday and Friday.

Security Time Zone Example 2: Start Time: 1:00 am Stop Time: 7:00 am Days: Monday, Wednesday, Friday

Each lock in the SimonsVoss system can be programmed with up to 63 security time zones. Each collection of security time zones used to define a lock is called a Time Zone Plan. The Time Zone Plan is given a name to distinguish it from all the other plans. Each lock can have its own Time Zone Plan or multiple locks can share the same Time Zone Plan.

In addition to the times a user can and can not access a lock, The Time Zone Plan also defines what time a lock is automatically locked or unlocked.

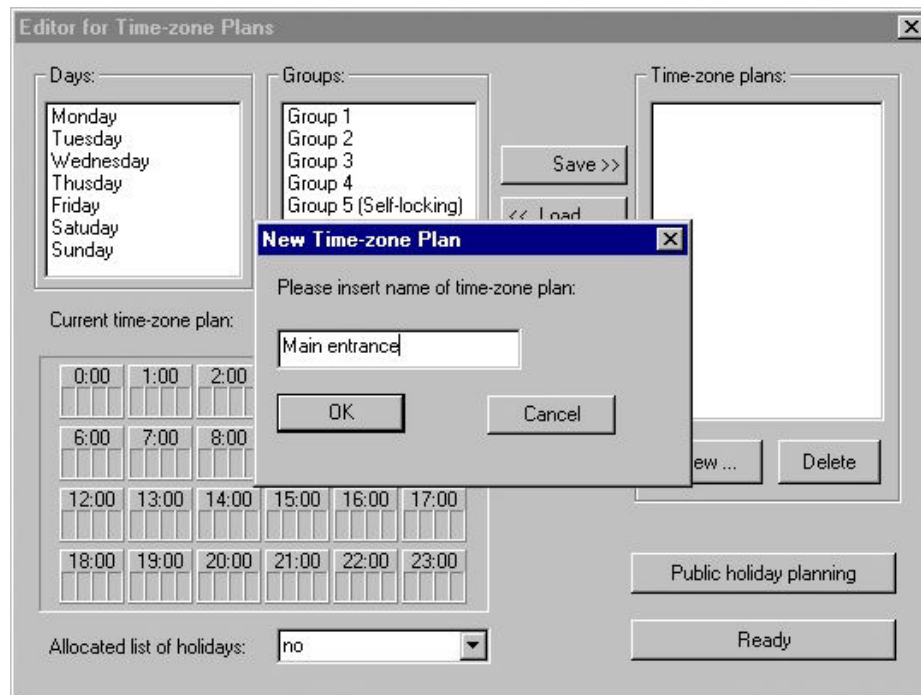
#### 3.1 Creating a time zone plan

Choose **Time zone plans > Time Zone Management**. In the window which opens, click **New...** then enter the name of your time zone plan (i.e. the name of the door or building for which you are creating this Plan).

Confirm by clicking **OK**.



You can assign any lock to a different time zone plan. A lock can manage up to six time groups, one of which is authorized to operate the lock at all times. The time zone group which is always authorized is not shown in the time zone plan. The other 5 groups can be defined as required in the *Time zone management* window.



Click on the first group, then on the day or days of the week.



By keeping the mouse button pressed you can select several days of the week (i.e. Monday to Friday). You can select individual days (i.e. Tuesday and Thursday) by holding down the **Ctrl** key while selecting.

Next, define the times during which the first group are to be allowed to operate the lock.



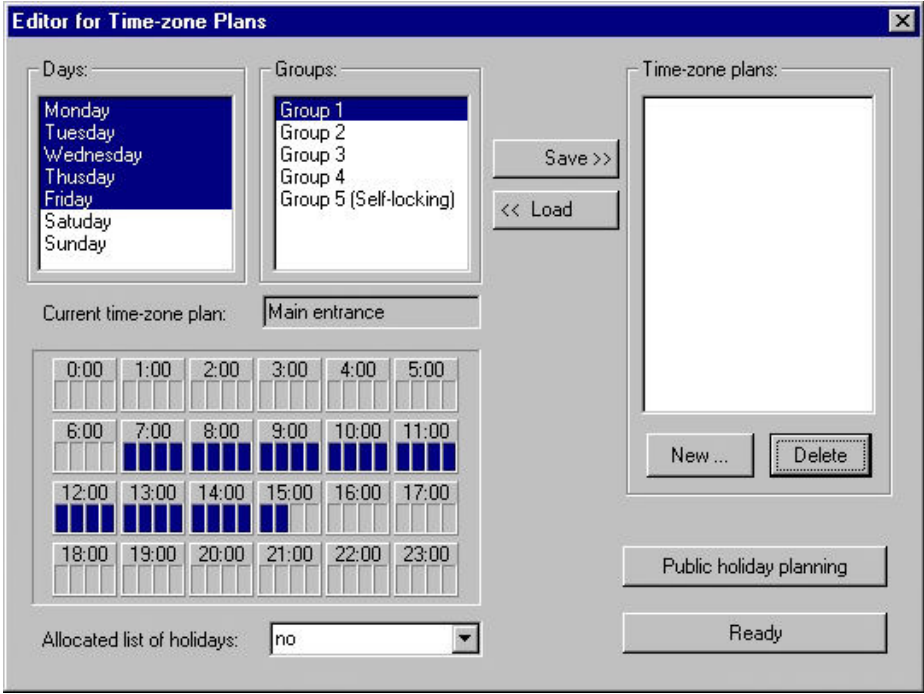
Each bar represents quarter of an hour.

For this example Group 1 is allowed to operate the lock on Monday to Friday from 7 am to 3.30 pm.



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If you would like to specify another day of the week for the same group, then click on it – **Saturday** for example.

In the following example Group 1 is given additional locking authorization between 7AM and 12PM on Saturday. Sunday is blocked for Group 1.

Allocate the time zones for the next groups, as described above.



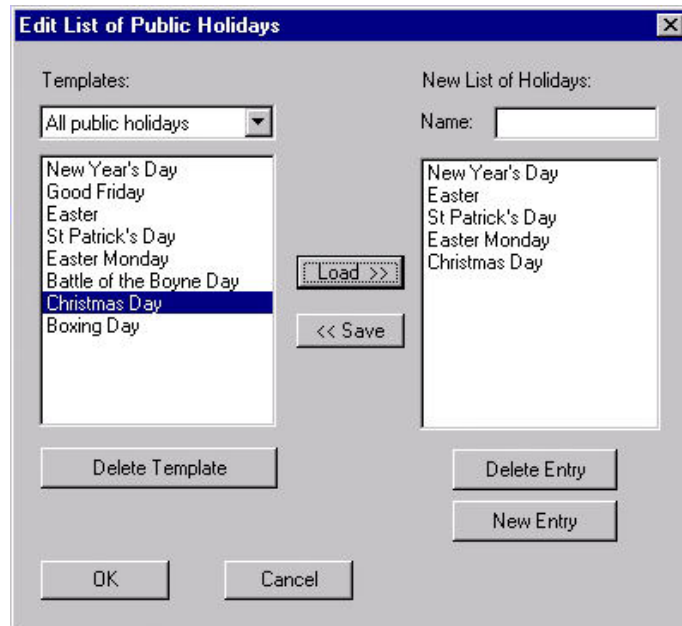
A maximum of 126 switching points (authorize or block the transponder) may be allocated to a time zone plan.

For example: Group 1 is authorized to operate the locks from Monday to Friday, 7AM to 3.30PM. The transponder is authorized at 7AM (first action), then deactivated at 3.30PM (second action). On Tuesday the same thing happens (third and fourth action), etc.

If you do not want to add any holidays, then click **Save** followed by **Ready**. Read on from section 3.4.

## 3.2 Planning holidays

Click **Plan holidays**. In the window which opens, simply select the public holidays that apply to you and confirm each one by pressing **Load**.



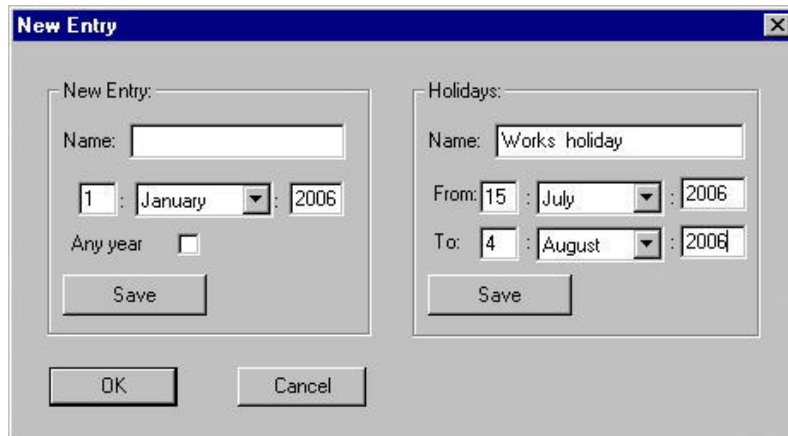
The public holidays shown on the right-hand side are treated like Sundays. Since Group 1 does not have authorization to use the lock on Sunday, it will automatically be blocked on those public holidays as well.

You can also add your own holidays (for other countries for example, or for a plant shutdown). Click **New Entry** and enter the name and date of your holiday. If this holiday is repeated on the same date each year, then place a check next to **Any year**.

In the *Holidays* box you can define a period of time during which you also want particular transponders to be blocked.

Confirm each of the entries you make with **Save**.

To leave the window, click **OK**.



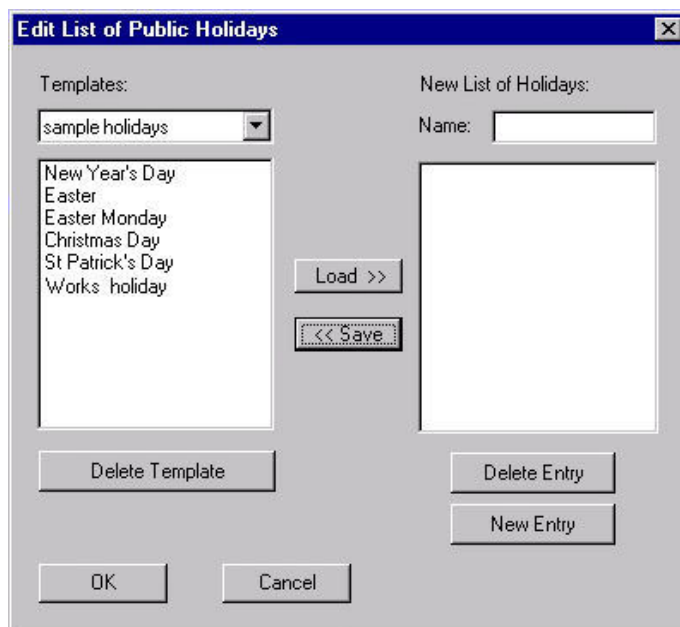
The 'New Entry' dialog box is divided into two main sections: 'New Entry:' and 'Holidays:'. The 'New Entry:' section contains a 'Name:' text box, a date selector with a numeric input '1', a month dropdown set to 'January', and a year input '2006'. Below this is an 'Any year' checkbox and a 'Save' button. The 'Holidays:' section contains a 'Name:' text box with the text 'Works holiday', a 'From:' date selector with '15', a month dropdown set to 'July', and a year input '2006'. Below this is a 'To:' date selector with '4', a month dropdown set to 'August', and a year input '2006'. A 'Save' button is located below the 'Holidays:' section. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

The holiday you have created (i.e., Works holiday) will now appear together with the other selected public holidays in the right-hand window.

Next, click on the empty box entitled **Name**, and assign a designation to the list of holidays you have created (i.e., Sample Holidays).

To save the information, click **Save**.

The holidays will move over to the left-hand window.



The 'Edit List of Public Holidays' dialog box features two main panels. The left panel, titled 'Templates:', has a dropdown menu showing 'sample holidays'. Below it is a list box containing 'New Year's Day', 'Easter', 'Easter Monday', 'Christmas Day', 'St Patrick's Day', and 'Works holiday'. At the bottom of this panel is a 'Delete Template' button. The right panel, titled 'New List of Holidays:', has a 'Name:' text box and an empty list box. Between the two panels are 'Load >>' and '<< Save' buttons. At the bottom of the right panel are 'Delete Entry' and 'New Entry' buttons. The dialog concludes with 'OK' and 'Cancel' buttons at the bottom.

If you do not want to make any more changes to the holiday list, then confirm with **OK**.

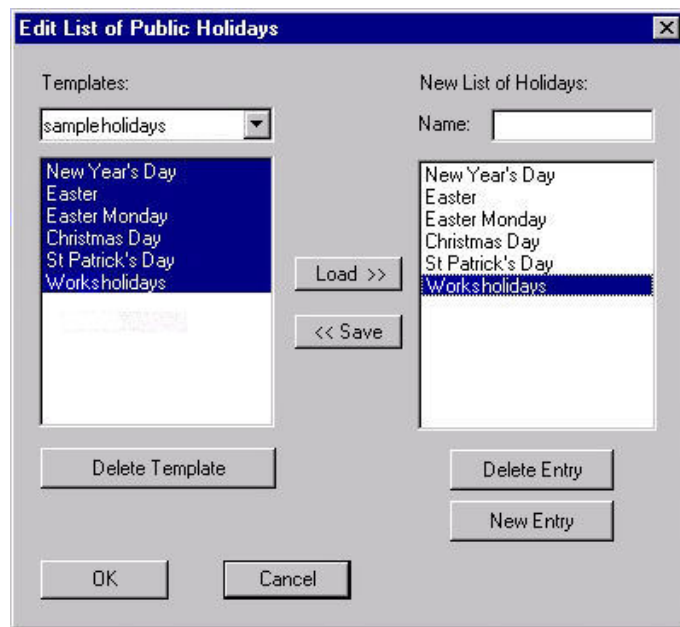
### 3.3 Changing the holiday list

If you want to modify the holiday list (i.e., Sample Holidays), then select the **Template** from the drop-down box.

Click on the first **Holiday**, hold the left-hand mouse button down, and drag the mouse downwards until all of the **Holidays** are marked blue. Then click **Load**.

If you would like to delete holidays, click on the holiday concerned (in this example, Works holiday).

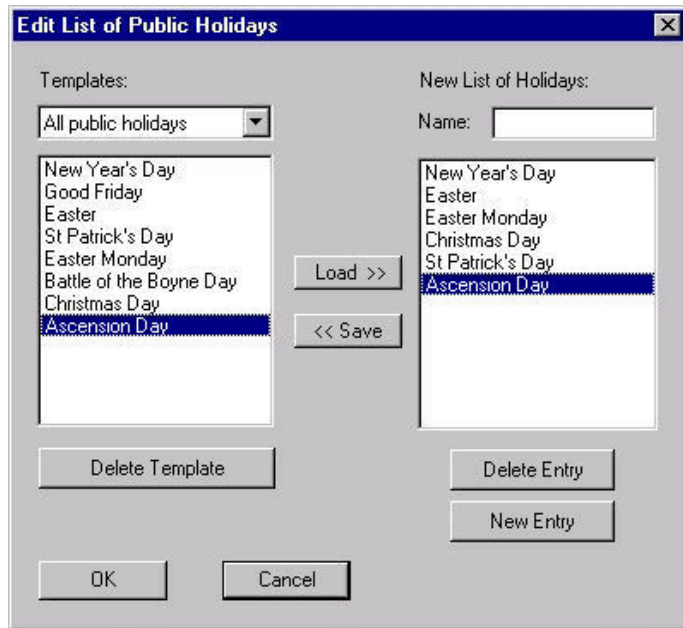
Next, click the **Delete entry** button. Give the modified holiday list a new name and confirm with **Save**.



If you would like to add holidays, then select **all holidays** from the **Templates** drop-down box in the window that is currently open.

Click on the holiday you want to add (i.e., Ascension Day), and then press **Load**.

The holiday will move into the right-hand window. Give a new name to the modified holiday list.

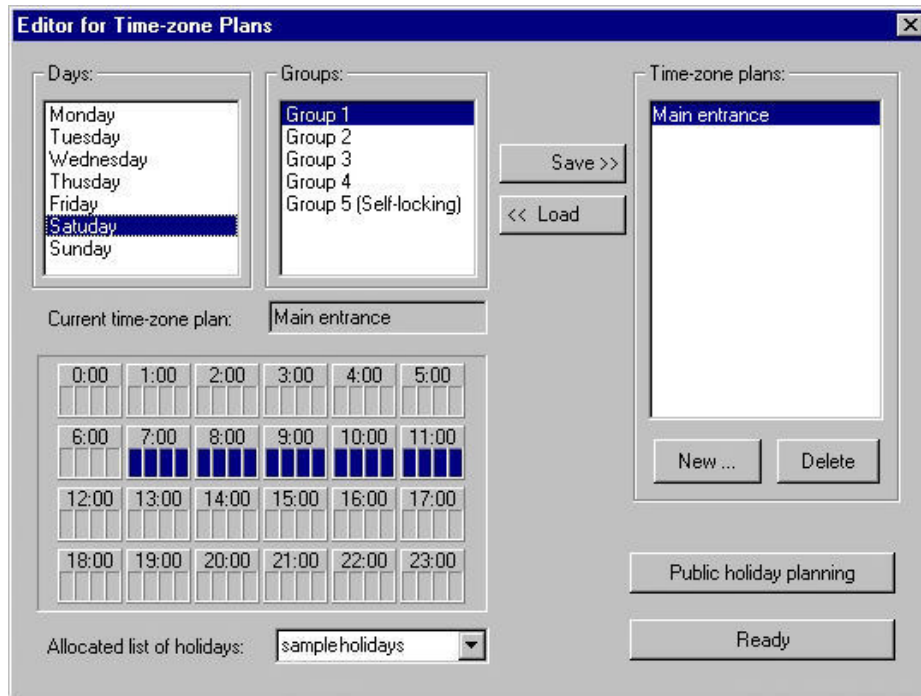


Now press **Save**.

Confirm the holiday list with **OK**.

### 3.4 Integrating a time zone plan

Choose the holiday list you have created from the **Associated Holiday Lists** drop-down box, clicking on it with the left-hand mouse button. Next, press the **Save** button and the entire time zone plan including holiday list will be saved.



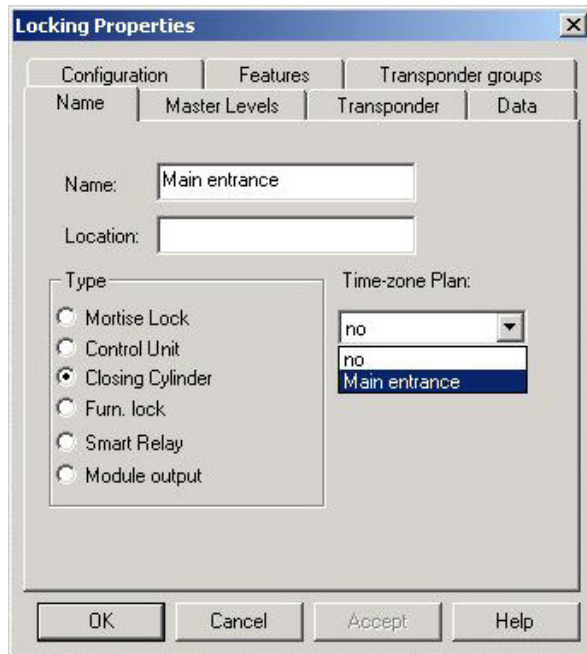
If you do not want to make any more changes, then click on **Ready**. If there are still changes to be made, select the required time zone plan (i.e., Main entrance) in the right-hand window.

Clicking on **Load** will then make the complete time zone plan available for modification.

## 3.5 Allocating a time zone plan

Open the Lock System, and then click on the lock (i.e., Main entrance) to which you want to allocate a time zone plan.

Choose **Edit > Properties**. Under *Time zone plan*, select the Plan you want to allocate. Confirm the entry with **OK**.



A programming flash will appear behind the name of the lock. This means that the lock has to be reprogrammed. Approve the Lock System and program the lock (**Programming > Lock**).



The clock signifies time zone control for this lock.

Since certain public holidays do not always fall on the same date, the holiday list has to be regenerated after two years. The affected locks must be reprogrammed. Changes do not have to be made to the time zone plan or the holiday list. When the holiday list expires, the locks involved will automatically be marked as requiring programming (yellow flash behind the lock).



Warning: The date and time of the computer are used, so check that these settings are correct.

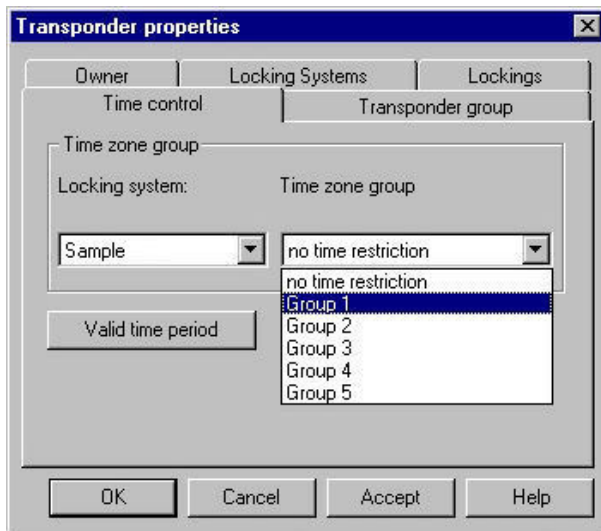
### 3.6 Allocating time zone groups

If the Lock System is approved, then open it for modification. Select the transponder to be assigned a time zone group (i.e., 12012 Karin Lewis).



Choose **Edit > Properties**. Click on the *Time control* tab and choose the Lock System and the relevant group (i.e., Lock System: Sample and Time zone group: Group 1).

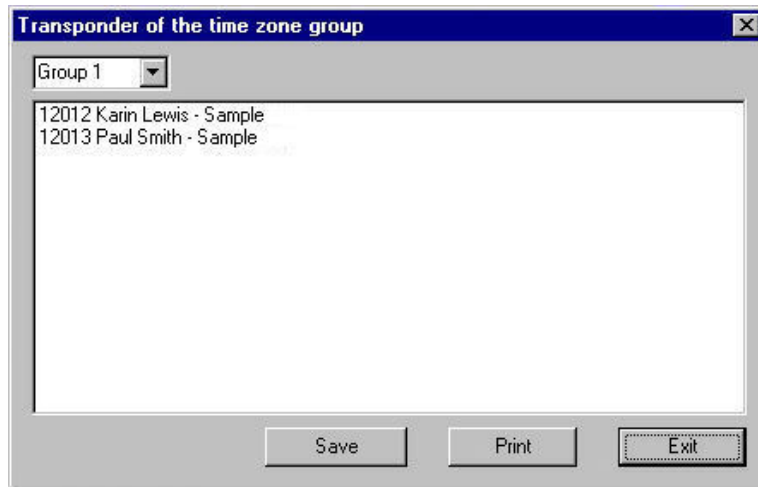
Confirm with **OK**.



Enter your groups one after the other, as described previously. For transponders that do not belong to a time zone group (authorized to use the lock 24 hours a day, every day), proceed as follows:

In the *Time zone group* tab, choose **No time restriction** or, alternatively, do not select the transponder at all in the first place.

An overview of time groups, which you can save and print out, is available at **View > Time zone groups**.



The transponders that have a specified time zone control must now be reprogrammed.

### 4.0 Configuring the components

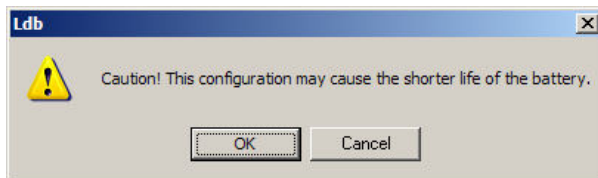
#### 4.1 Digital US Lock

If necessary, you can configure digital US Locks to remain engaged for a longer period of time (approx. 10 seconds).

Doing this reduces the lifespan of the battery.

Open your Lock System for modification. Select the US Lock you would like to configure (i.e., Main entrance)

Choose **Edit > Properties**, then click the *Configuration* tab. Click on *Long release* and confirm with **OK**.

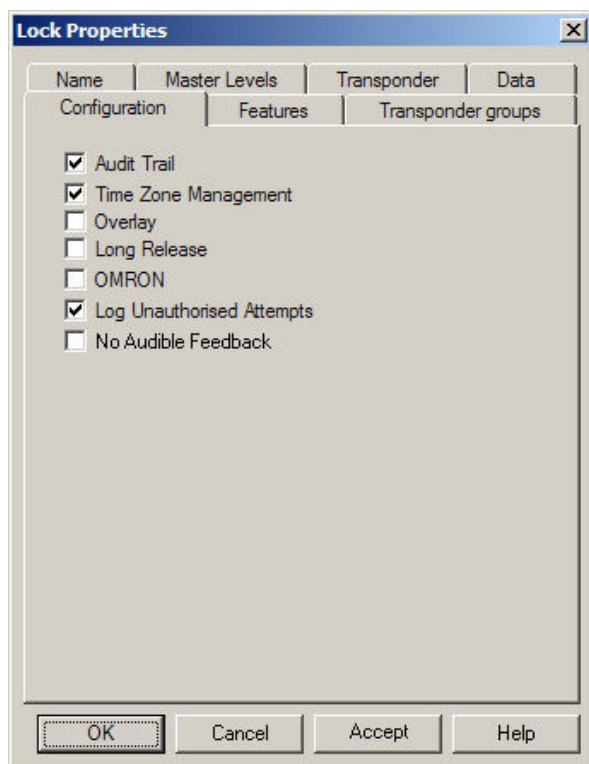


Approve your Lock System, and then program the digital US Lock.

Lock software version 10.2 and above provides you with the option of configuring the lock in such a way as to log any access attempts by an unauthorized transponder. Only transponders from your own Lock System are logged, since transponders from other lock systems cannot communicate with your US Locks, so therefore cannot be recorded.

Open your Lock System for modification. Select the US Lock you would like to configure (i.e., Main entrance).

Choose **Edit > Properties**, and then select the *Configuration* tab. Click on *Log unauthorized accesses* and confirm with **OK**.

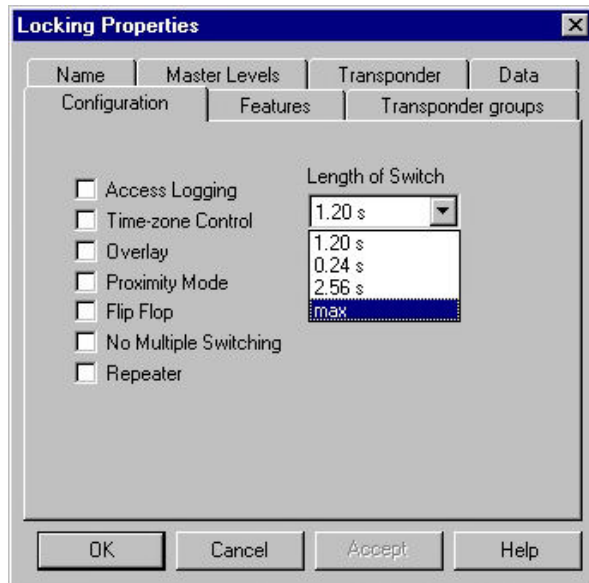


Approve your Lock System, and then program the digital US Lock.

### 4.2 Digital control unit with pulse control

The relay is preset to pulse control. It unlocks for a set length of time, then re-locks again automatically. You can define this period of time. Open your Lock System for modification and click on the control unit you would like to configure.

Choose **Edit > Properties**. Select the *Configuration* tab, and then choose the time you require from the *Relay pulse duration* drop-down box. Confirm with **OK**.

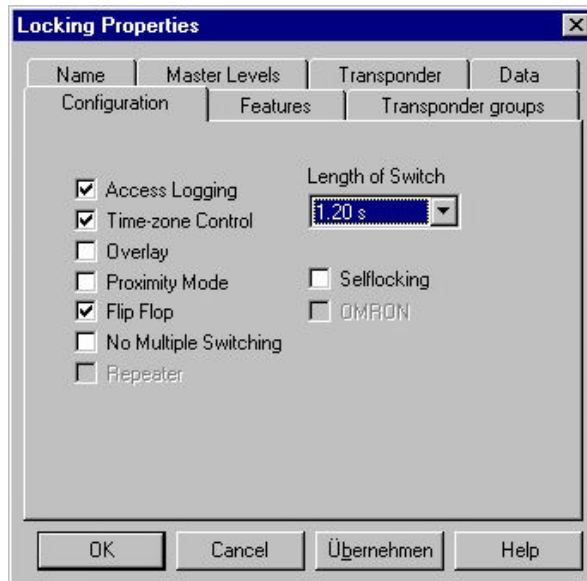


Approve the Lock Plan and program the digital control unit.

### 4.3 Digital control unit as flip-flop

The relay is preset to pulse control. You can configure the control unit so that its relay pulls on when the transponder is pressed, and remains on until a transponder is pressed again. This mode is known as flip-flop. Open your Lock System for modification and click on the control unit you would like to configure.

**Comment [WS3]:** Need a lock-centric term



Choose **Edit > Properties**. Click on the *Configuration* tab and check the *Flip-flop* box. Confirm with **OK** and approve the Lock System. Program the digital control unit.

#### 4.4 Digital control unit as time switch

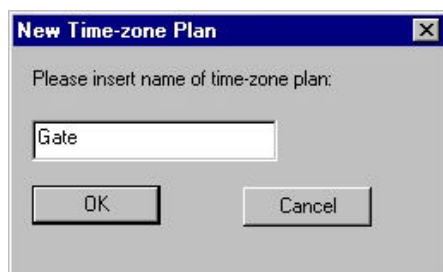
You can program the US Lock so that the lock unlocks at a particular time without a transponder being pressed, and re-locks again at another set time. In this mode it functions like a time switch.

For example, the lock under consideration protects the lobby door. You can configure this lock so that it unlocks at 8:00 am when the business opens and re-locks at 5:00 pm when the business closes. Between 5:00 pm and 8:00 am, authorized user can gain access by using their transponders.



This feature only works with Access Control versions.

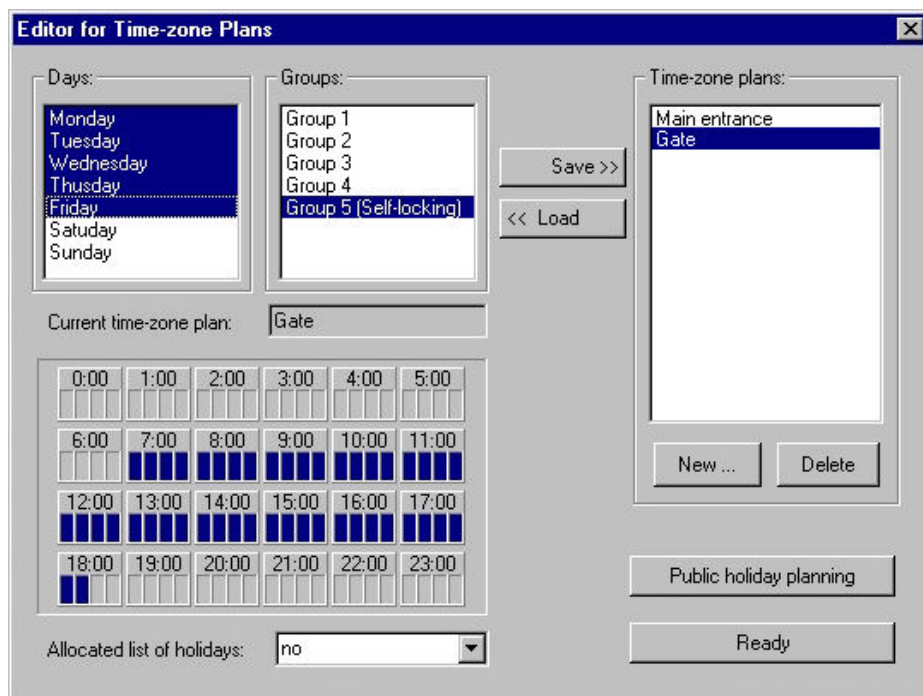
Select **Time zone plans** and **Organize time zone plans**. Click on **New...** and allocate a name to the new time zone plan.



Confirm with **OK**.

Choose *Group 5 self-locking* and the *Days of the week* you require. Next, mark the times at which you want the relay to be activated.

For example if the relay will be active from Monday to Friday, 7 am to 6.30 pm.

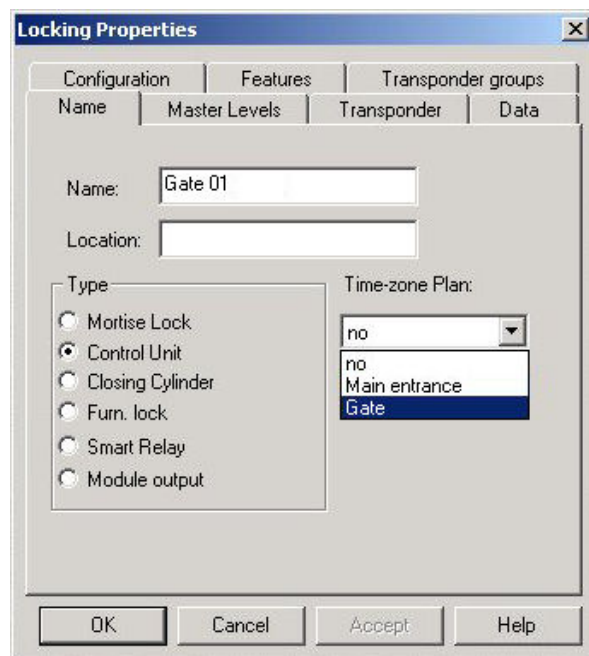


You can now choose times for the other days of the week. If you like you can define holidays in the time zone plan, as described in the section on time zone management.

Save your time zone plan and confirm with **Finished**.

Mark the control unit you would like to configure. Choose **Edit > Properties**.

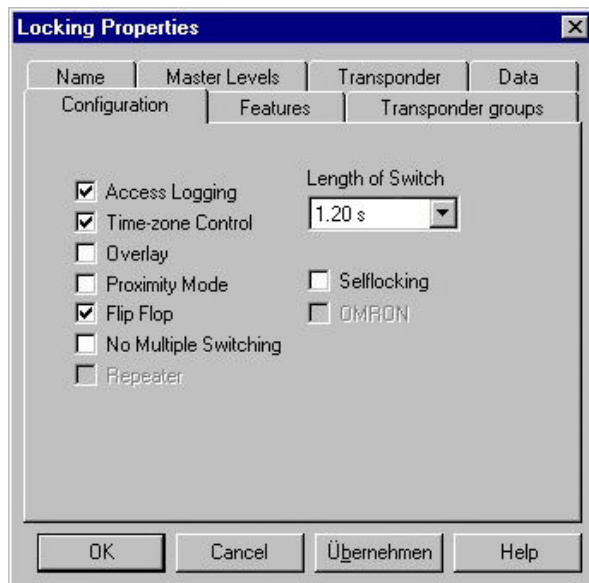
Under *Time zone plan*, select the Plan you have created.



Click on **Accept**.

Choose the *Configuration* tab. Using the left-hand mouse button, check *Flip-flop* and *Self-locking* so that a tick appears next to each. *Access control* and *Time zone control* must also be checked.

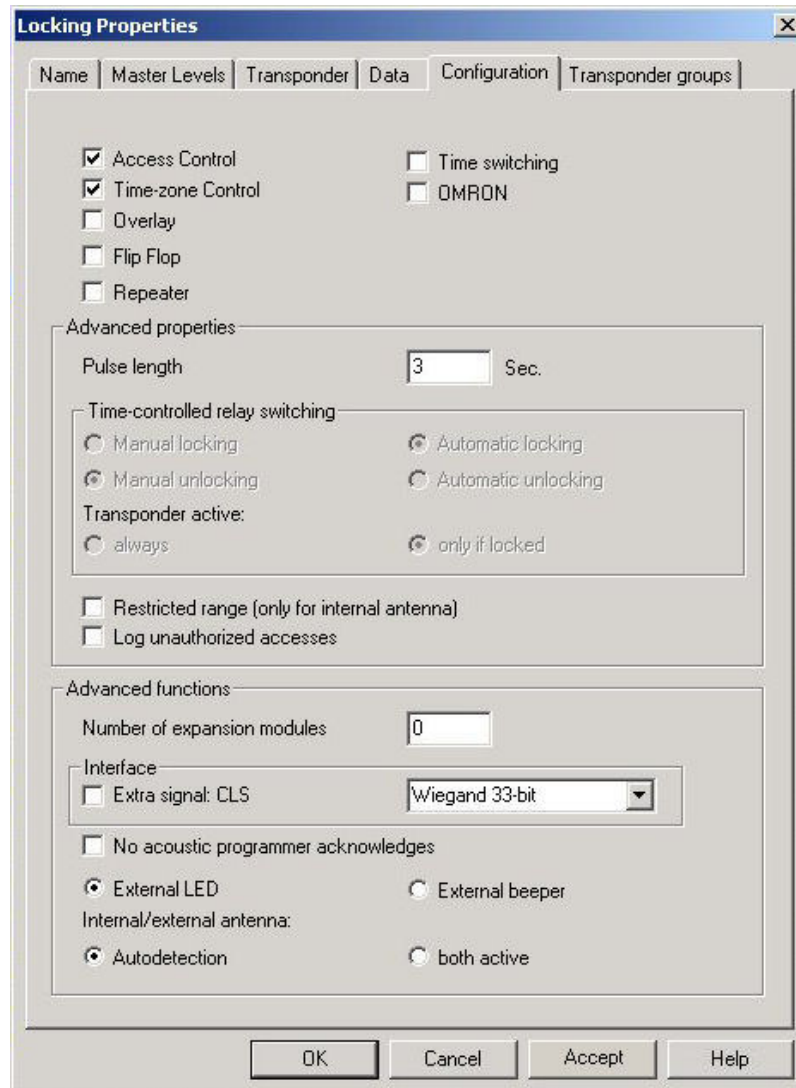




Confirm with **OK**. Approve your Lock System and program the digital control unit.

### 4.5 Digital SmartRelay

If SmartRelay is selected as the lock type in the SimonsVoss software (from version 1.40 onwards), then the following configuration options will be available:



## 4.6 Digital SmartRelay – Access control



SimonsVoss in the United States primarily sells the Advanced version (SREL.ADV) of the SmartRelay. If you make arrangements to purchase the Standard version (SREL) this feature is not included.

The 1024 most recent transponder actions (respectively) are logged with their dates and times.

### 4.7 Digital SmartRelay – Time zone control



SimonsVoss in the United States primarily sells the Advanced version (SREL.ADV) of the SmartRelay. If you make arrangements to purchase the Standard version (SREL) this feature is not included.

A time zone plan can be loaded, and the transponders will then be authorized and blocked in accordance with their time zone groups.



If a SmartRelay Advanced is being run in time switching mode (Group 5) and in conjunction with SmartOutput Modules (relay extension), then make sure crosses are placed next to the SmartOutput Modules affected by the time switching, and next to associated SmartRelay Advanced components.

### 4.8 Digital SmartRelay – Overlay

Replacement transponders can overwrite their predecessor transponders. When the replacement transponder is used for the first time, the transponder previously assigned to that individual is blocked.

### 4.9 Digital SmartRelay – Flip-flop

Pulse mode (the default setting) is deactivated, and the length of the pulse is no longer relevant. When Flip-flop mode is on, the SmartRelay changes its status every time a transponder is pressed, from ON to OFF or vice versa. This mode is recommended for switching lights, machines and so on.

**With installations of this type, ensure that the power supply and door openers are also suitable for continuous current operation.**

### 4.10 Digital SmartRelay – Repeater

The SmartRelay receives a transponder signal and sends it, amplified, to other locks. In this way the SmartRelay can be used to bridge larger radio transmission distances. The distance between SmartRelays can be up to 6½ feet.

### 4.11 Digital SmartRelay – OMRON



SimonsVoss in the United States primarily sells the Advanced version (SREL.ADV) of the SmartRelay. If you make arrangements to purchase the Standard version (SREL) this feature is not included.

Many access control and time recording systems have serial ports for interfacing card readers. A SmartRelay can also be connected to this port, enabling you to use SimonsVoss transponders in other types of systems .

If you would like the SmartRelay to transmit transponder data to a non-SimonsVoss system and upon authorization from that system open a lock, then select this option for both the SmartRelay and the lock.

Define the type of external system under 'Interfaces'.

### 4.12 Advanced Properties



SimonsVoss in the United States primarily sells the Advanced version (SREL.ADV) of the SmartRelay. If you make arrangements to purchase the Standard version (SREL) this feature is not included.

#### 4.12.1 Digital SmartRelay – Pulse length

This is where you specify the length of the switching pulse, in seconds. This figure can be between 0.1 and 25.5 seconds. If you enter 3 seconds, for instance, then a door opener will be released for three seconds before locking again.

#### 4.12.2 Digital SmartRelay – Time switching

When time switching is active, a time zone plan must be loaded which enables the general authorization of the SmartRelay during the times marked (in Group 5). For example, a door can be left unlocked for everyone during the day, but can only be opened with a transponder during the night.



**Warning:** With installations of this type, ensure that the power supply and door openers are also suitable for continuous current operation.

If time switching is selected, the following options will be activated in the *Time-controlled relay switching* area (multiple selections possible):

- **Manual lock**  
The door is not automatically locked at the defined time, but only when it records an authorized transponder after that time.
- **Automatic lock (default setting)**  
The door is locked at the time defined in the time zone plan.
- **Manual unlock (default setting)**  
The door is not automatically unlocked after the defined time, but only when it records an authorized transponder after that time.
- **Automatic unlock**  
The door is unlocked at the time defined in the time zone plan regardless of any transponder activity.
- **Transponder active**  
Only when locked (default setting)  
In this mode, the transponder has no effect during the unlocked period.

Always

Normally, a transponder cannot be used during the unlocked period (day). However, if you want to enable the door to be locked if necessary (when everyone has left the building, for example), then select this option.

### 4.12.3 Digital SmartRelay – Limited range

If you select this option, the detection range between the transponder and SmartRelay is reduced from approx. 59" to approximately 15". This option can be used in situations involving more than one SmartRelay in near proximity, and certain transponders with authorization for more than one SmartRelay. It is not available for an external antenna.

### 4.12.4 Digital SmartRelay – Logging unauthorized access attempts

Under normal circumstances, only authorized transponder actions are logged. If you would like to record attempts to open a door using unauthorized transponders from the same Lock System, then select this option.

## 4.13 Advanced Functions



SimonsVoss in the United States primarily sells the Advanced version (SREL.ADV) of the SmartRelay. If you make arrangements to purchase the Standard version (SREL) the following connections are not included.

### 4.13.1 Digital SmartRelay – Number of extension modules

This is where you specify the number of external modules connected to the SmartRelay. These modules are connected to the RS-485 **COM**, RS-485 **A** and RS-485 **B** terminals. For more information please refer to the documentation of the modules involved.

### 4.13.2 Digital SmartRelay – Interface

For operation as a serial port, this is where you define the type of card reader which the SmartRelay is to simulate. The following options are available:

- Wiegand 33 Bit
- Wiegand 26 Bit
- Primion
- Siemens
- Kaba Benzing
- Gantner Legic
- Isgus

You will find wiring details in the section entitled 'Using the SmartRelay as a serial port'.

For some external systems it is necessary to select the 'CLS' option; this should be checked by the manufacturer of the external system or the system integrator.

### 4.13.3 No acoustic programming confirmations

If you do not want the connected buzzer / beeper to respond when the SmartRelay is programmed, then check this box.

### 4.14 Replace control unit with SmartRelay

**If you need to replace a control unit with a SmartRelay, then observe the following:**

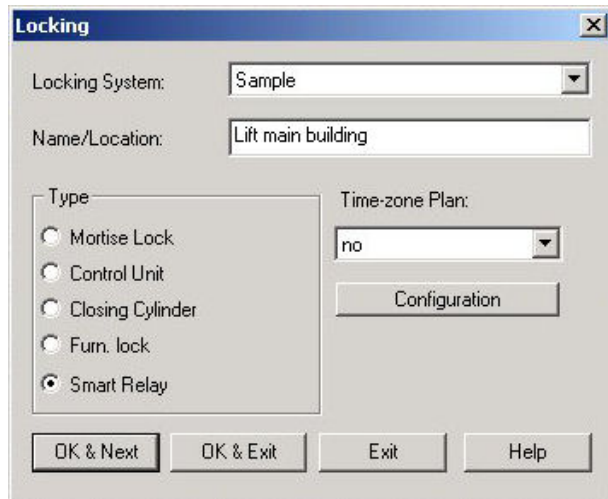
1. Reset the current status of the lock in the Lock System (see Chapter 8 of the Software Manual).
2. Change the type from control unit to SmartRelay.
3. Reprogram the SmartRelay.
4. Adjust the configuration if necessary.

It is generally not possible to program locks that differ in terms of hardware and software.

### 4.15 SmartOutput Modules (SOM) – Extension modules

#### Setting up SmartOutput Modules

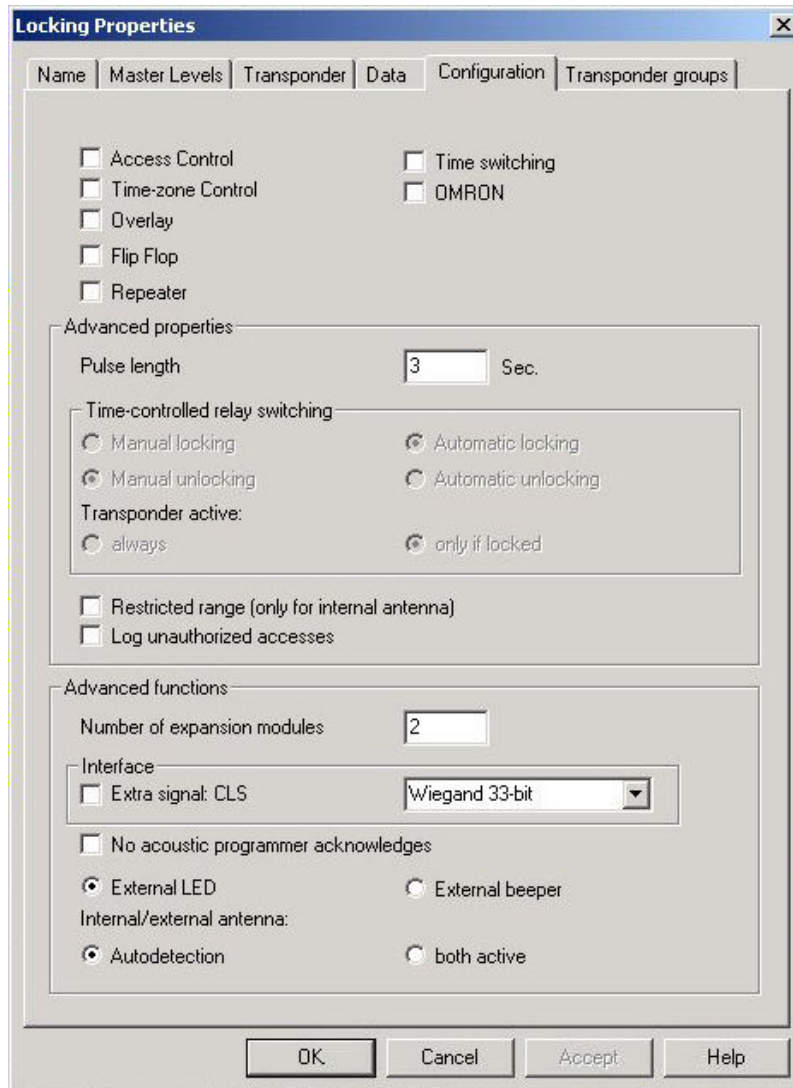
If SmartOutput Modules are to be used in your Lock System (for controlling an elevator, for example), then you will have to create a new lock in the software and define it as a SmartRelay, since the Modules can only be run in conjunction with a SmartRelay Advanced.



In the SmartRelay's configuration screen, you can define the number of SmartOutput Modules. A maximum of 16 SmartOutput Modules can be entered in the configuration screen of each SmartRelay Advanced. Depending on the configuration you then define (with/without signalling), you will therefore have available to you a maximum of 64 outputs (with signalling) or 127 outputs (without signalling) plus 1 output on the SmartRelay.

The newly created lock will then appear in the Lock System together with the associated SmartOutput Modules. The SmartOutput Modules are always given a unique allocation (i.e., Lift main building\_Mod#0\_Out#1).

- |                        |   |  |
|------------------------|---|--|
| Elevator main building | → | Name of the lock (of the SmartRelay belonging to the SmartOutput Module) |
| Mod#0                  | → | Address of the SmartOutput Module in HEX format (0-F)                    |
| Out#1                  | → | Address of the output of the SmartOutput Module (1–8)                    |

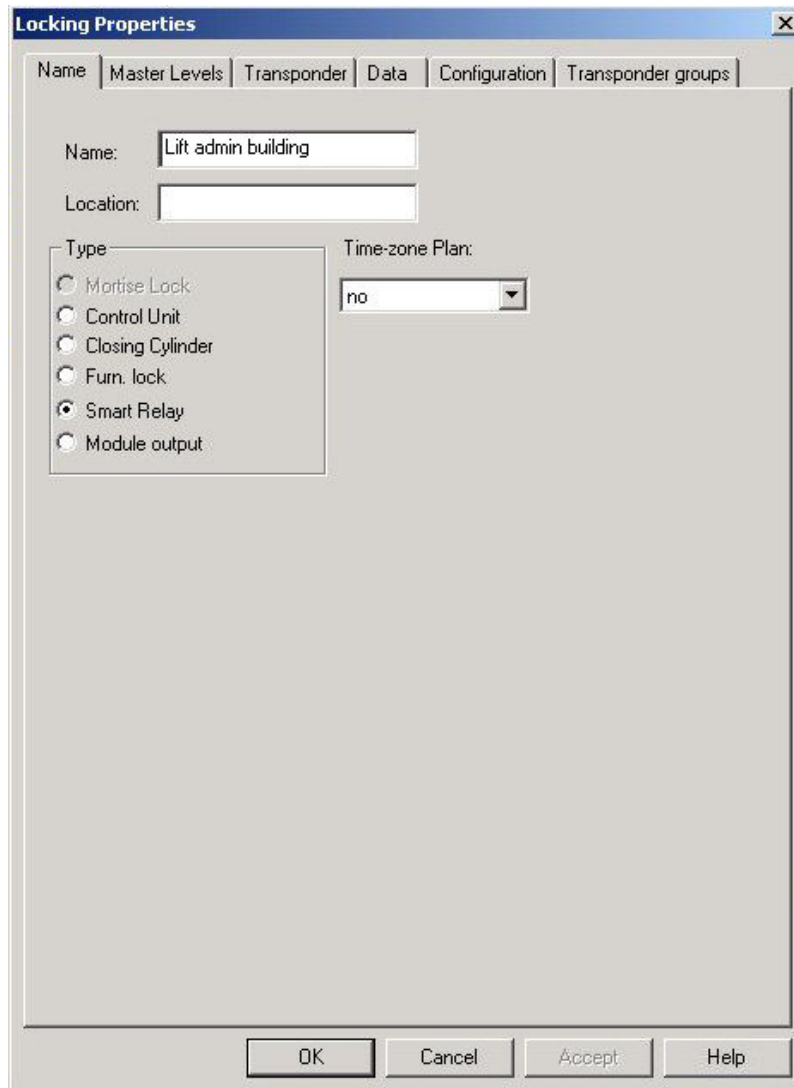


In the above example it is therefore the first output of the first SmartOutput Module. A maximum of 16 SmartOutput Modules, each with 8 outputs, can be configured in this way.

## Assigning names to SmartOutput Modules

If the function and therefore the name of the lock changes (i.e. Elevator main building → Elevator admin building), then this change should be made in the *Lock properties* box, which you access via the 'Name' screen of the appropriate SmartRelay.





The image shows a 'Locking Properties' dialog box with a tabbed interface. The 'Name' tab is selected. It contains the following fields and controls:

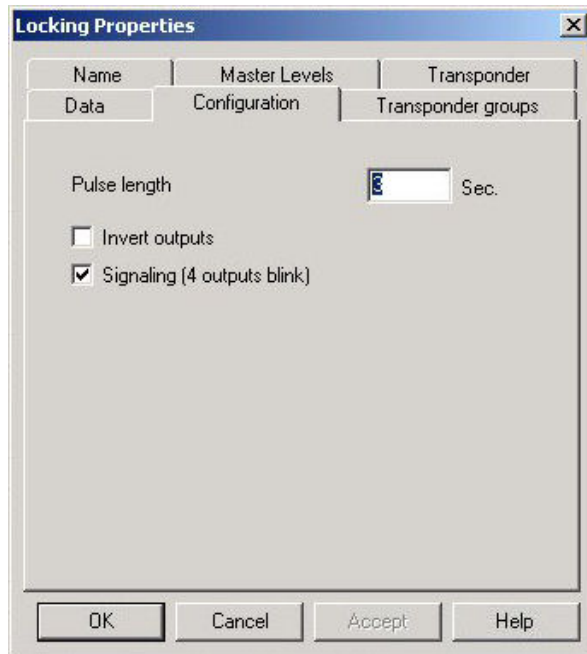
- Name:** A text box containing 'Lift admin building'.
- Location:** An empty text box.
- Type:** A group box containing six radio buttons:
  - ☐ Mortise Lock
  - ☐ Control Unit
  - ☐ Closing Cylinder
  - ☐ Furn. lock
  - ☒ Smart Relay
  - ☐ Module output
- Time-zone Plan:** A dropdown menu currently showing 'no'.
- Buttons:** 'OK', 'Cancel', 'Accept', and 'Help' are located at the bottom right.



This automatically changes all of the names of the SmartOutput Modules linked to the SmartRelay.

### **SmartOutput Module with signalling (flash function)**

If you would like the user to be given particular information via the outputs of the Output Module – to display the floors for which he is authorized, for example – then this can be done using additional visual signalling (floor buttons flashing).



The time an elevator button is lit can be set as the pulse length of the Output Module concerned, whereas the flashing frequency of authorized buttons is fixed.

If the outputs are connected correctly, then the floor buttons will flash to show the user which floors are allowed for access using his transponder. If, within the predefined time, he presses a floor button to select a floor, then that button will light up without flashing to show the chosen floor.



The number of usable outputs per Output Module drops from 8 to 4 when used this way; outputs 1–4 respond to the transponder and outputs 5–8 perform the function of a flasher relay.



Outputs 1 & 5, 2 & 6, 3 & 7 and 4 & 8 are permanently assigned to one another in signalling mode.



The signalling mode and the pulse length always apply to the whole Module.

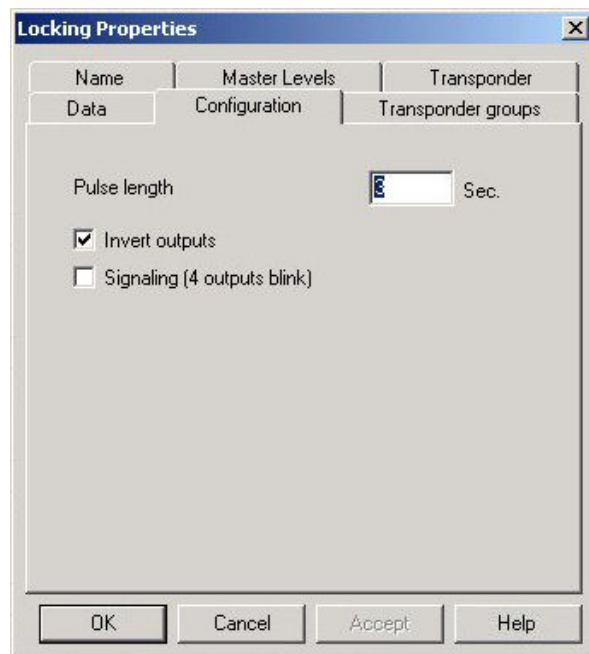
If authorized, users can also select more than one floor.

The signalling mode is indicated by the last four outputs of each Module having new names in the Lock System (i.e. Elevator main building\_Mod#0\_Out#5\_Sig#1

Elevator main building	→	Name of the lock of the SmartRelay belonging to the Output Module
Mod#0	→	Address of the SmartOutput Module
Out#5	→	Address of the output of the SmartOutput Module
Sig#1	→	Signaling mode active, the output shows the status of output 1 by flashing

## SmartOutput Module – Inverting outputs

Since the outputs of the SmartOutput Module are not available as changeover contacts from a hardware point of view, the software offers you the possibility to configure the inversion of the Module's outputs. By checking or un-checking the *Invert outputs* box, the output can be defined as a NC or a NO contact.



The relay outputs of the SmartOutput Module are always NC contacts in terms of their hardware.



Inverting the outputs always applies to the entire Output Module.

## Increasing the number of SmartOutput Modules

If you need to add more SmartOutput Modules to your Lock System, then these should also be assigned to the corresponding SmartRelay type lock.

In the *Lock properties* of the SmartRelay (i.e. for the Admin building lift), choose *Configuration > Advanced functions* to enter the total number of extension modules (max. 16).

The screenshot shows the 'Locking Properties' dialog box with the 'Configuration' tab selected. The 'Advanced functions' section is expanded, showing the 'Number of expansion modules' set to 3. Other options include 'Interface' (Wiegand 33-bit), 'Extra signal: CLS' (unchecked), 'No acoustic programmer acknowledges' (unchecked), 'External LED' (checked), 'External beeper' (unchecked), 'Internal/external antenna: Autodetection' (checked), and 'both active' (unchecked). The 'Advanced properties' section is also visible, showing 'Pulse length' set to 3 seconds and 'Time-controlled relay switching' options.

**Locking Properties**

Name Master Levels Transponder Data **Configuration** Transponder groups

☐ Access Control ☐ Time switching  
☐ Time-zone Control ☐ OMRON  
☐ Overlay  
☐ Flip Flop  
☐ Repeater

Advanced properties

Pulse length  Sec.

Time-controlled relay switching

☐ Manual locking ☒ Automatic locking  
☒ Manual unlocking ☐ Automatic unlocking

Transponder active:  
☐ always ☒ only if locked

☐ Restricted range (only for internal antenna)  
☐ Log unauthorized accesses

Advanced functions

Number of expansion modules

Interface  
☐ Extra signal: CLS

☐ No acoustic programmer acknowledges  
☒ External LED ☐ External beeper

Internal/external antenna:  
☒ Autodetection ☐ both active

OK Cancel Accept Help

The software uses the number entered there to automatically generate the appropriate locks (outputs) on the Module along with the associated Module address (i.e. Lift admin building\_Mod#2\_Out#1 to Out#8).

### Reducing the number of SmartOutput Modules

If you need to reduce the number of existing SmartOutput Modules in your Lock System, you can change the total number of extension modules (max. 16) in the *Lock properties* of the SmartRelay (i.e. for the Admin building elevator) under *Configuration > Advanced functions*.



If the number of modules is changed, then modules that have already been programmed may require programming again. The associated lock IDs (LIDs) may also change too.

The screenshot shows the 'Locking Properties' dialog box with the 'Configuration' tab selected. The 'Advanced functions' section is expanded, showing the 'Number of expansion modules' set to 1. The 'Interface' section has 'Wiegand 33-bit' selected in the dropdown. Other options like 'Access Control', 'Time switching', and 'OMRON' are unchecked. The 'Advanced properties' section shows 'Pulse length' set to 3 seconds. The 'Time-controlled relay switching' section has 'Automatic locking' and 'Manual unlocking' selected. The 'Transponder active' section has 'only if locked' selected. The 'Restricted range' and 'Log unauthorized accesses' options are unchecked. The 'Advanced functions' section also includes 'No acoustic programmer acknowledges' (unchecked), 'External LED' (selected), 'External beeper' (unchecked), 'Autodetection' (selected), and 'both active' (unchecked).

The software automatically deletes the corresponding locks (outputs) in the module with the associated module address (i.e. Lift admin building\_Mod#2\_Out#1 to Out#8).

### Moving a SmartRelay with SmartOutput Modules

If you want to move the SmartOutput Modules within a Lock System – for example to another area – then you must always move all of the SmartOutput Modules along with the associated SmartRelay, since these components form a single unit from the point of view of the software.

### Deleting the SmartRelay with SmartOutput Modules

If you need to remove a SmartRelay from the Lock System, then all of the SmartOutput Modules that are allocated to this SmartRelay will also be automatically deleted.

Unlike the deletion of a normal lock, this action can always be undone.

### Programming the SmartOutput Modules

The SmartOutput Modules can only be programmed via the associated SmartRelay (only the SmartRelay has the radio communication interface needed). To ensure that all of the changes from the Lock System are transmitted to the various Modules, you should always select the *'Program all module outputs on the SmartRelay'* option when programming the SmartRelay.

Programming Locking

Locking System: Sample

Locking: Lift admin building

☒ Program all module outputs for the SmartRelay

Programming

<input type="checkbox"/> Configuration	<input checked="" type="checkbox"/> Password green
<input checked="" type="checkbox"/> Password	<input checked="" type="checkbox"/> Password blue
<input checked="" type="checkbox"/> Lock ID & Locking System ID	<input checked="" type="checkbox"/> Password red
<input type="checkbox"/> Time-zones	

Programm Locking System

☐ Don't change  
☒ Update  
☐ Restore

OK Cancel



This procedure can take quite a long time, depending on the number of Output Modules, since all of the locks (outputs) must be programmed one after the other in one single programming operation.



If the Output Modules are programmed using a PDA, then those modules are not offered when exporting the data to the PDA. They are only exported as a unit together with the SmartRelay.

### SmartOutput Modules in a network

If the SmartRelay and associated Output Modules are to be integrated into a SimonsVoss network, then all of the module outputs must always be assigned to the same Lock Node.



The software generally attempts to do this automatically. Should this fail to happen, then you will have to update the affected nodes and locks. Contact an authorized SimonsVoss representative to request assistance with this.

### Replacing a defective SmartOutput Module

Should you need to replace a defective SmartOutput Module at any stage, you will have to reset the data associated with that SmartOutput Module in your Lock System.

To do this, go to the *Lock properties* of the lock (output) of the associated module and, in the *Data* tab, click the button labelled 'Lock has been reset'.

**Locking Properties**

Name	Master Levels	Transponder
Data	Configuration	Transponder groups

Target: Actual:

Locking system ID: 1 0

Lock ID: 21 21

Password:

**Locking has been reset**

Data should be changed only by expert programmers

OK Cancel Accept Help

Resetting the module causes a programming flash to appear behind the locks associated with the module, and the authorization crosses appear 'thin'.



The target and current data remain unchanged when you click this button (the current data is not set to 'zero').



Once the data has been reset, the newly installed module must be completely reprogrammed; otherwise unwanted authorizations may remain in the memory.

### 4.16 Furniture lock

When you create a new lock, choose *Furniture lock* as its type. Please refer to the operating instructions of the furniture lock for the meanings of the configuration settings.





### 5.0 Master level

#### 5.1 Setting up a master level

A master locking level has to be set up if you want a transponder to operate in more than three Lock Systems.

Instead of having the transponder learn more and more passwords (the password of the 3rd Lock System is the limit of its capacity), the way it is done is to teach all of the locks (US Locks, SmartRelays, etc.) – no matter which Lock System they belong to – another password: the password of a 'master level'.

Take the fire department's password as an example:

A fire department transponder which has been programmed with this password, and the appropriate authorization, can operate all of the locks that have been programmed with this additional fire department password and authorization – regardless of which Lock System the locks belong to (assuming the Lock Systems' owners have agreed to this).

To program a master locking level, please proceed as follows:

Choose **New > Master level**.

Enter the name of the master level (i.e. fire department). The 'fire department' must now enter its personal password twice (i.e. fire)



The password is shown in asterisks for security reasons



A lock can differentiate between up to three master levels (symbolically green, blue and red). All of the transponders within a master level have the same rights.

Now select a level: green, blue or red (i.e. Red).

Click **OK & Continue** if you would like to create more levels, otherwise click **OK & Finish**.

### 5.2 Setting up a master transponder

Choose **New > Transponder**. Enter the name of the owner. (i.e. Brian Wiberg)

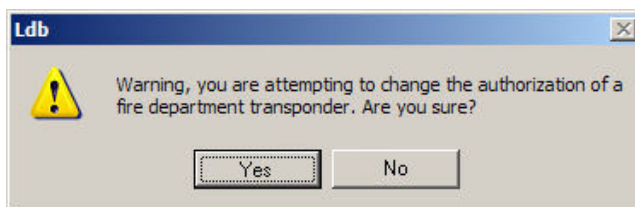
Under *Type*, click on *Transponder for master level* and select the master level in the drop-down list box. (i.e. Fire Department)



If you would like to set up more transponders, click on **OK & Continue**, otherwise click **OK & Finish**.

Under **Authorize > Open Lock System**, open all of the Lock Systems. Assign the authorizations using the mouse.

A warning always appears whenever you change authorizations within the master red level:



This note is intended to inform the user that his change may affect the fire department's access authorization.

You can now set up other levels (max three per lock) along the same lines. The crosses will appear in green, blue or red, depending on level.



A lock cannot differentiate between two levels of the same color, so if there are two you will have to opt for one of them.

## Manual – LDB 1.5

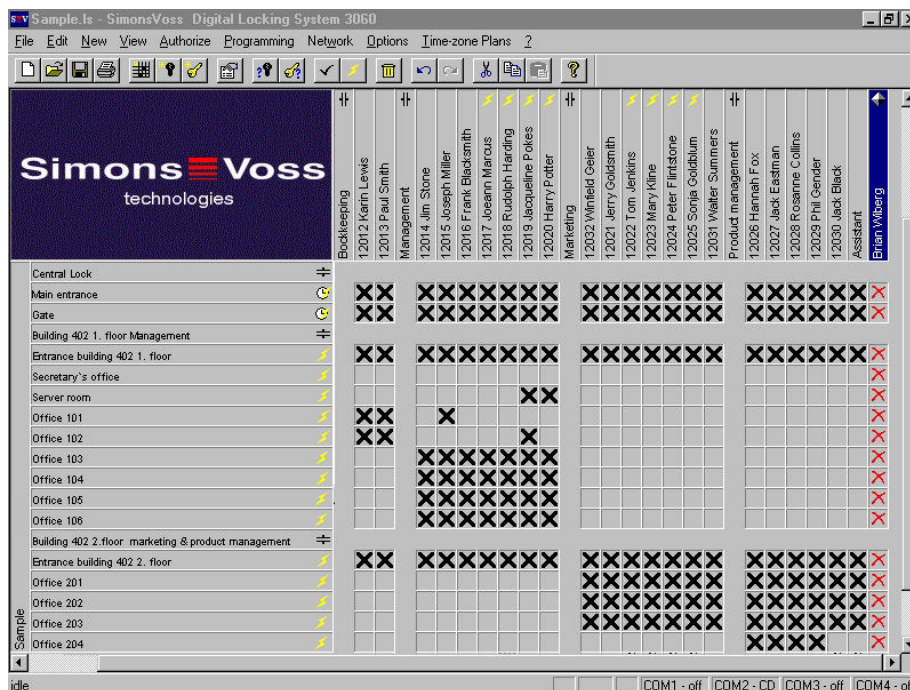
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You can also program a master transponder as a normal transponder in two other Lock Systems.



A transponder can only ever contain a maximum of one master locking level.



### 5.3 Programming master transponders

Click on the user of the master transponder (i.e. Brian Wiberg) so that he is highlighted. Choose **Programming > Master transponder**. Next, enter the password for the master level (i.e. fire - the word is shown in asterisks for security reasons)

Confirm with **OK**, and then press the transponder button briefly. The master transponder is now programmed. Confirm the message with **OK**, and then close the subsequent window with **Cancel**.

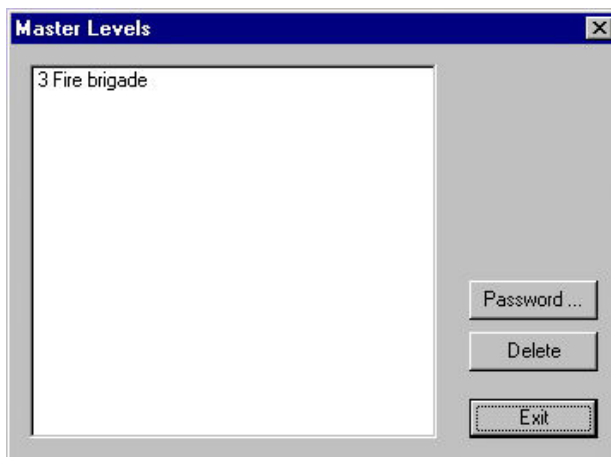
Choose **Authorize > Approve Lock System**. Select each Lock System in turn, and enter its password.



Finally, program the locks that require programming.

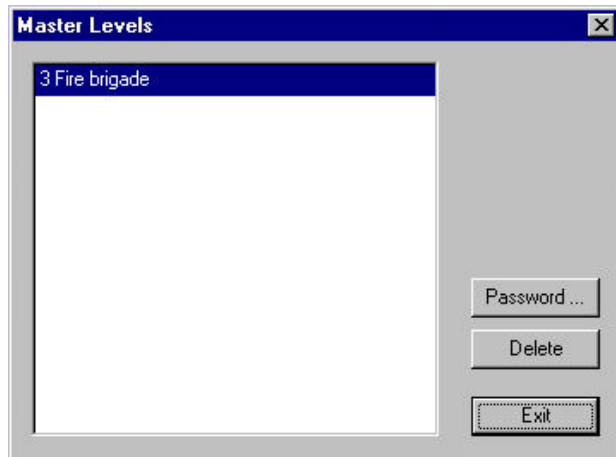
### 5.4 Deleting a level

You can obtain an overview of the master levels by choosing **View > Master levels**.



The authorization of the transponder must be deleted for all locks before you can delete a master level. Open the Lock Systems using the passwords, and remove the crosses. Approve the Lock System again and program all of the locks that have been affected. You then select the master transponder (i.e. Brian Wiberg) and remove it using **Edit > Cut**.

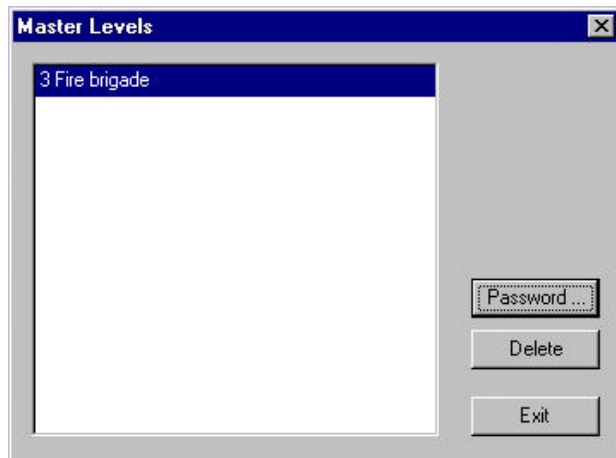
You can delete the master level at **View > Master level** by clicking **Delete**.



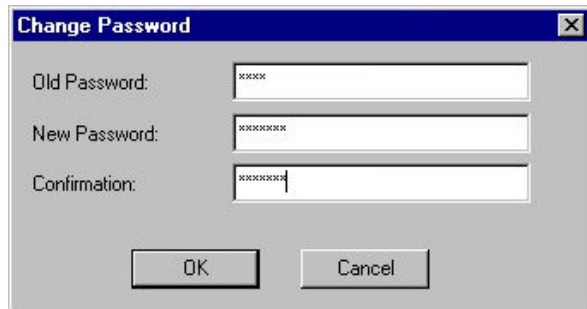
Close the window with **Exit**.

### 5.5 Changing the password

Choose **View > Master locking levels**. Select the locking level whose password you would like to change.



Click **Password...** enter the old password. Press the **Tab key** and enter the new password.



A screenshot of a 'Change Password' dialog box. The dialog has a title bar with the text 'Change Password' and a close button (X). It contains three text input fields: 'Old Password:' with a single 'x' character, 'New Password:' with a single 'x' character, and 'Confirmation:' with a single 'x' character. At the bottom, there are two buttons: 'OK' and 'Cancel'.

Confirm the new one by entering it a second time, then click **OK**.

Finally, close the *Master levels* window by clicking **OK**.

## 6.0 Retrieving data from a component

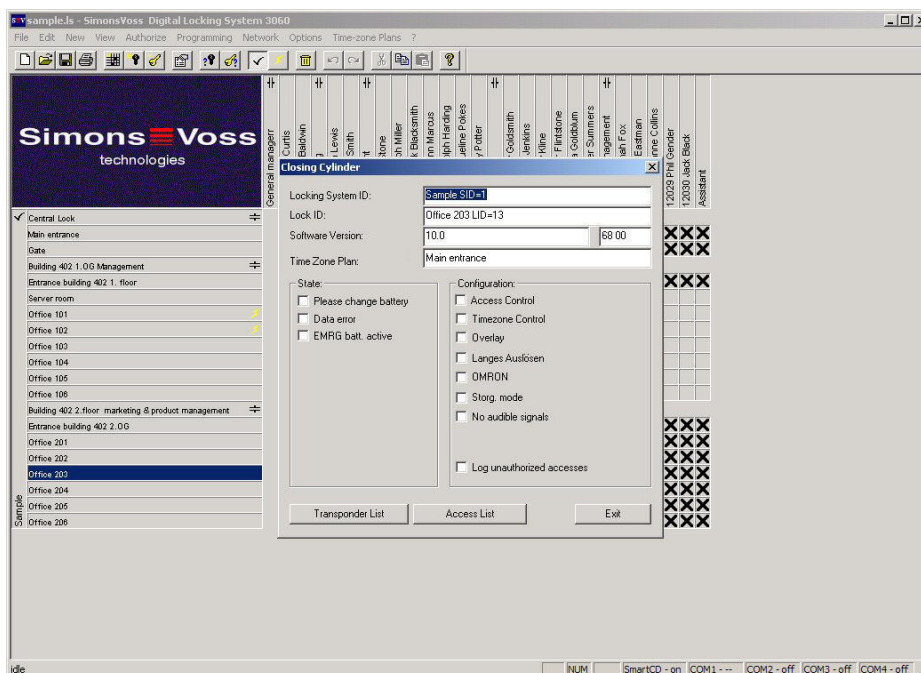
### 6.1 Retrieving data from a lock

Position the lock in front of the Configuration tool. Choose **Programming > Read Unknown Lock**. You will be given the following information:

Lock System ID	Name and ID number of the Lock System
Lock ID	Name and ID number of the lock
Software version	Software version of the lock
Status	Battery status of the lock Data errors Backup battery active Emergency release active Deactivated (if alarm system is armed) Flip-flop on
Configuration	Configuration of lock



When retrieving data from a known lock, it is simultaneously marked in the Lock Plan.

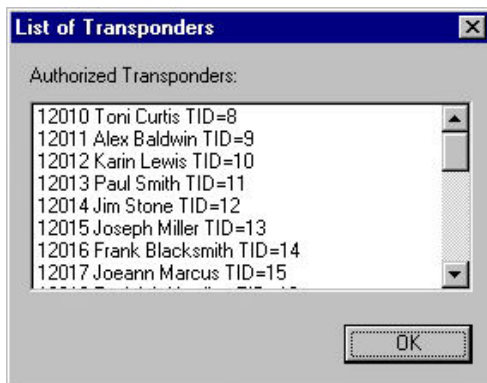


### 6.2 Retrieving transponder lists

This shows you the authorized transponders. Position the Configuration tool in front of the lock and click on the **Transponder list** button.

You will be given a list of the authorized persons, including the ID numbers of their transponders.

Confirm with **OK**.



### 6.3 Retrieving Access Lists

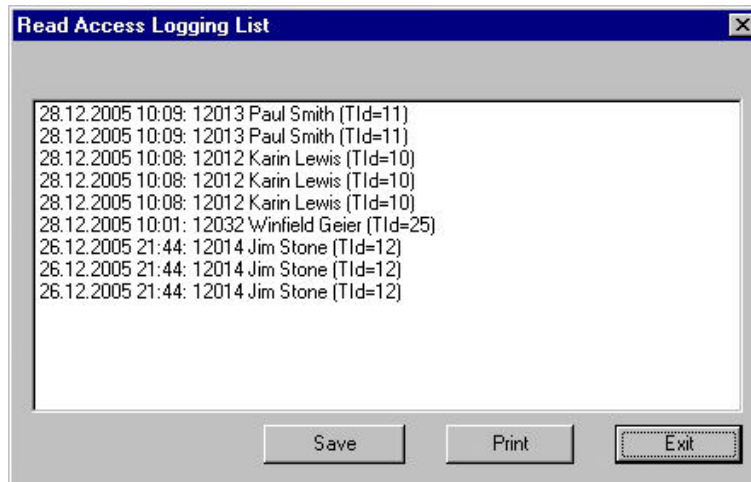
To assist in monitoring your building, you can use the Configuration tool to obtain information about the 1024 most recent accesses to components with integrated access logging.

Position the Configuration tool in front of the lock and click **Access List**.

You will be given a list of the dates, the times, and the names of the transponder owners and their transponder ID numbers.

You can save and print this list.



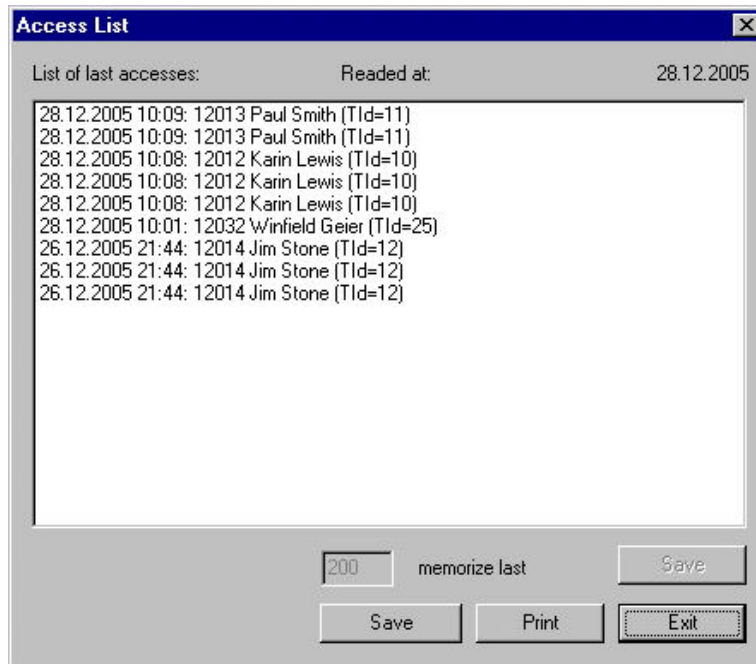


Unauthorized, unsuccessful access attempts can also be logged (see section 4.1). They appear in the list with the comment 'Access not allowed'.

### 6.4 Organizing Access Lists

You can obtain an overview of accesses to a lock in its Properties dialog box. Select the lock. Choose **Edit > Properties**.

Use the left-hand mouse button to click on the *Transponder* tab, and then the **Access List** button.



This will give you an overview of the most recent access events. You can set the number of saved accesses between 0 and 10000 by entering the amount in *memorize last* and clicking **Save**. You can save or print out this list. To close the window, click **Exit**.



This list will update itself automatically whenever an Access List is retrieved.

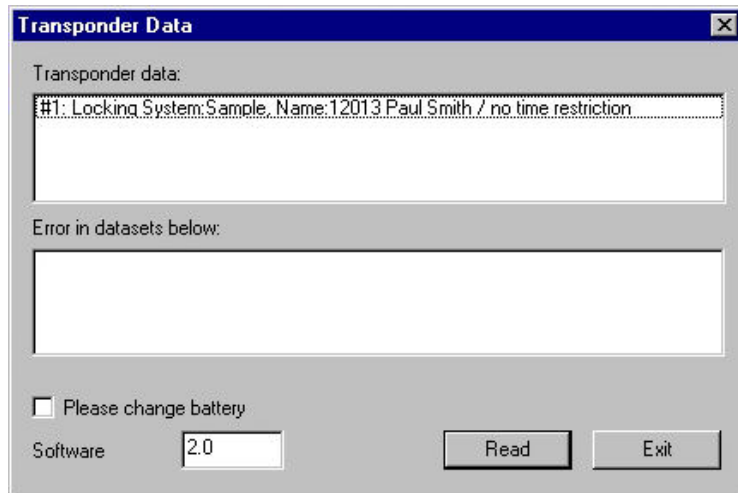
### 6.5 Retrieving data from transponders

You can also retrieve data from a transponder. Position the transponder in front of the Configuration tool. Choose **Programming > Read transponder**. When requested, briefly press the transponder button.

You will be given information about the number of data sets (i.e. how many Lock Systems the transponder is authorized to operate in). If the current Lock Plan is open, the name of the Lock System and the name of the transponder and its time zone group will also be displayed. The status of the transponder battery and the transponder's software version will be shown at the bottom left. If you would like to retrieve data from more transponders, click on the **Read** button, otherwise click **Exit**.



When retrieving data from a transponder, it is simultaneously marked in the Lock Plan.



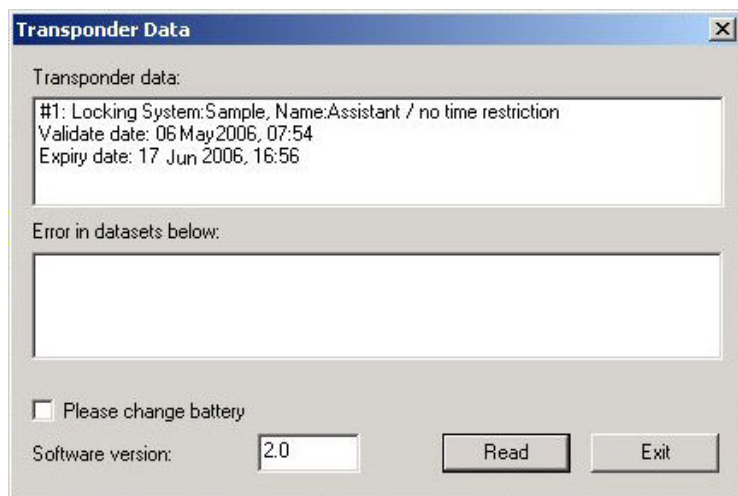
The screenshot shows a window titled "Transponder Data". It contains a text area labeled "Transponder data:" with the following text: "#1: Locking System:Sample, Name:12013 Paul Smith / no time restriction". Below this is an empty text area labeled "Error in datasets below:". At the bottom, there is a checkbox labeled "Please change battery" which is unchecked, a "Software" label next to a text box containing "2.0", and two buttons labeled "Read" and "Exit".

Transponders with validity periods contain the following additional data:

Activation date, if set – when the transponder is valid.

Deactivation date, if set – when the transponder is valid until.

For example: Activation date May 6 2006 at approx. 8 am, deactivation on June 17 2006 around 5 pm.



The screenshot shows a window titled "Transponder Data". It contains a text area labeled "Transponder data:" with the following text: "#1: Locking System:Sample, Name:Assistant / no time restriction", "Validate date: 06 May2006, 07:54", and "Expiry date: 17 Jun 2006, 16:56". Below this is an empty text area labeled "Error in datasets below:". At the bottom, there is a checkbox labeled "Please change battery" which is unchecked, a "Software version:" label next to a text box containing "2.0", and two buttons labeled "Read" and "Exit".

Click **Exit**.



Transponders with validity periods can only be programmed in one single Lock System.

## 7.0 Passwords

### 7.1 Changing the Lock System password

Open the Lock System. Click on the bar containing the name of the Lock System so that it is highlighted. Choose **Edit > Properties**. In the window which opens, click on the *Password* tab. Enter your old and new passwords (+ confirmation). Confirm your entries by clicking **OK**.

Whenever you change the password of the Lock System, you then have to reprogram all of the locks and transponders. For this reason you should only make this change if absolutely necessary, for example, if the password has become known to others.



If you are using a password transponder, then this also has to be reprogrammed if the password is changed. Choose **Programming > Password transponder**. Enter your new password and then click **OK**.



**Warning:** Do not reset the password transponder beforehand. If you reset a password transponder, it automatically becomes a normal transponder.

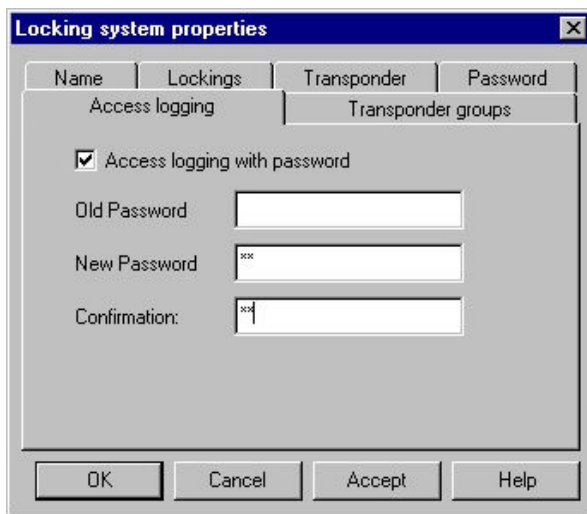
The screenshot shows a dialog box titled "Locking system properties" with a close button (X) in the top right corner. The dialog has two main tabs: "Access logging" and "Transponder groups". The "Transponder groups" tab is active, and it contains four sub-tabs: "Name", "Lockings", "Transponder", and "Password". The "Password" sub-tab is selected. Inside the "Password" sub-tab, there are three text input fields labeled "Old Password:", "New Password:", and "Confirmation:". Each field contains a series of asterisks (XXXXXX). At the bottom of the dialog, there are four buttons: "OK", "Cancel", "Accept", and "Help".

### 7.2 Password for access monitoring

For data protection reasons, certain people are often not permitted to obtain access audit information. In such cases, a second password can be given to people such as HR or security supervisors, so that access audit logs can only be retrieved when this second password is provided.

Open the Lock System. Click on the bar containing the name of the Lock System so that it is highlighted. Choose **Edit > Properties**. In the window which opens, click the *Access logging* tab. Check the *Access logging with password* box. If a password has already been allocated, then enter it under **Old password**. If not, simply enter the **New password**. Confirm it and click **OK**.

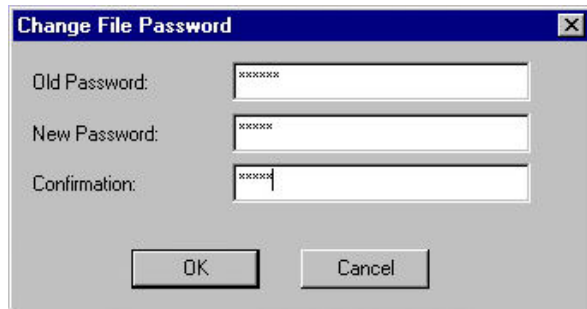
Thereafter, whenever you retrieve audit data from a component, the software will automatically ask for this password when you click the **Access List** button. Not until the password is entered correctly will the Access List be retrieved.



### 7.3 Changing the file password

Choose **File > File password...**

Enter the **Old password**, if there is one. If the Lock System has been saved without a password, then simply enter the **New password** and confirm it.



A screenshot of a Windows-style dialog box titled "Change File Password". The dialog has a blue title bar with a close button (X) in the top right corner. Inside the dialog, there are three text input fields, each preceded by a label: "Old Password:", "New Password:", and "Confirmation:". Each input field contains a series of asterisks (password characters). At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

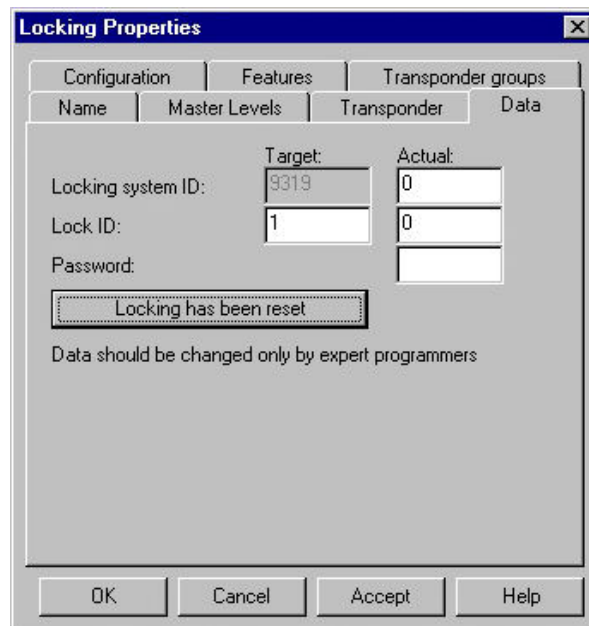
Click **OK**.

### 8.0 Replacing a component

#### 8.1 Replacing a lock

If you replace a lock that cannot be reset, then the software will not be able to program the new lock at first. First you have to reset the lock in the Lock System:

Open your Lock System for modification. Click on the lock (i.e. Main entrance) which you would like to replace so that it is highlighted in the Lock System. Choose **Edit > Properties**. Select the *Data* tab, and then click on the button entitled **Lock has been reset**.



The current figures will return to 0 in the Lock System. Confirm with **OK**. You do not need to perform this operation (nor should you) if the 'old' lock you are replacing can be reset; after resetting, the new lock can be programmed immediately. Approve the Lock System and program the lock.

#### 8.2 Resetting a lock

Position the Configuration tool in front of the lock concerned. Choose **Programming > Reset lock**. The lock's data is retrieved to begin with, and a window opens containing its information. Enter your password (i.e. test) for the Lock System. The password is shown as asterisks when entered so it can not be seen by anyone looking over your shoulder.



If you would also like to delete the access audit log, then check **Delete Access List**. Click on **Reset**. The programming is deleted, and the component is now in the state in which it was originally supplied and is available for reprogramming. In the Lock Plan, the yellow programming symbol reappears and the crosses showing selected transponders are changed from bold to thin. If you would like to remove the lock from the Lock Plan, then click on it and choose **Edit > Cut**.

### 8.3 Copying a transponder

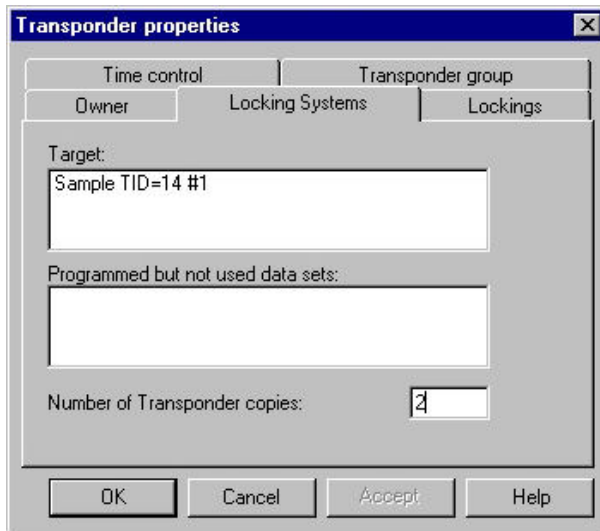
You can make multiple copies of a transponder. Select the transponder you would like to copy so that it is highlighted. Choose **Programming > Transponder**. Confirm the transponder programming if necessary. Next, click the **Program** button, and briefly press the button on the transponder.



The locks do not need to be reprogrammed after this.

The number of copies to be set up can be defined in the transponder's Properties dialog box. Select the transponder and choose **Edit > Properties**. Select the *Lock Systems* tab. The number of copies can be entered near the bottom of the box.



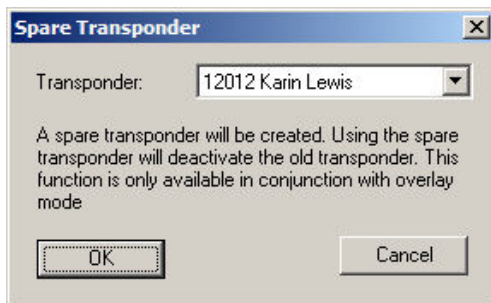


The 'Transponder properties' dialog box has a title bar with a close button. It contains three tabs: 'Time control', 'Transponder group', and 'Owner'. The 'Transponder group' tab is selected. Inside this tab, there are three sub-sections: 'Target:', 'Programmed but not used data sets:', and 'Number of Transponder copies:'. The 'Target:' section has a text box containing 'Sample TID=14 #1'. The 'Programmed but not used data sets:' section has an empty text box. The 'Number of Transponder copies:' section has a text box containing the number '2'. At the bottom of the dialog are four buttons: 'OK', 'Cancel', 'Accept', and 'Help'.

### 8.4 If a transponder is lost

Normally a new transponder is created and the lost transponder blocked. Open your Lock System. Click on the name of the transponder (i.e. 12012 Karin Lewis) which you would like to replace so that it is highlighted.

Choose **New > Spare transponder**. You will be asked to confirm. If you have chosen the wrong name, you can change it using the *Transponder* drop-down box. Otherwise simply confirm with **OK**. The crosses in the column of the transponder you have removed will appear in grey. The new transponder is given the same name but with the extension -0001.

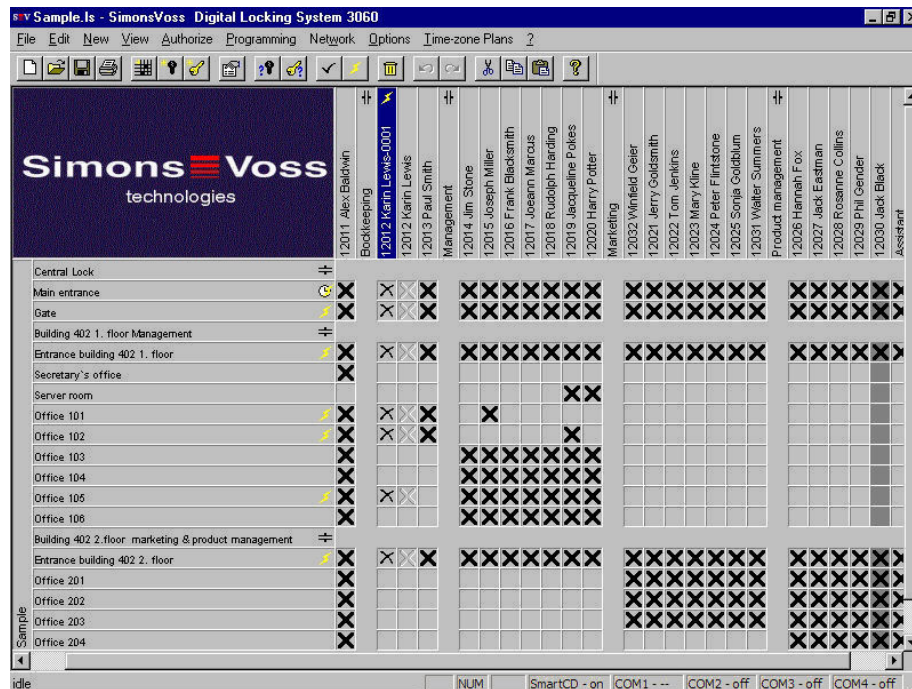


The 'Spare Transponder' dialog box has a title bar with a close button. It contains a 'Transponder:' label followed by a drop-down menu showing '12012 Karin Lewis'. Below this is a text box containing the following message: 'A spare transponder will be created. Using the spare transponder will deactivate the old transponder. This function is only available in conjunction with overlay mode'. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.



You can change the name afterwards if required.

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Approve your Lock System.

Click on the spare transponder so that it is highlighted. Choose **Programming > Transponder**. The *Program transponder* window will open. If the name of the Lock System appears beneath the **Authorize** button, then the programming of the transponder will have to be approved once again.

In the window, click **Authorize** and enter the password for your Lock System. Click the **OK & Continue** button, and then confirm the message with **OK**. Position the transponder in front of the Configuration tool and click **Program**. Briefly press the transponder button.



Once successfully programmed, the window can be closed by clicking **OK** and then **Exit**.



What you do from there depends on whether your Lock System is operated in Overlay Mode or not.

If the Lock System is operated in Overlay Mode, you can conduct programming using the spare transponder. Take it to the locks which the lost transponder was authorized to operate. In this example this includes Main entrance, barrier, entrance building 402 1st floor, Office 101, Office 102, Entrance to building and 402 2nd floor.

At each lock, press the transponder button so that the lock responds. The data of the replacement transponder will be transmitted to the lock, and the lost transponder automatically deleted.

In the Lock Plan, the programming symbol remains until the lock is programmed or data (the transponder list) is retrieved from it using the SmartCD configuration tool.

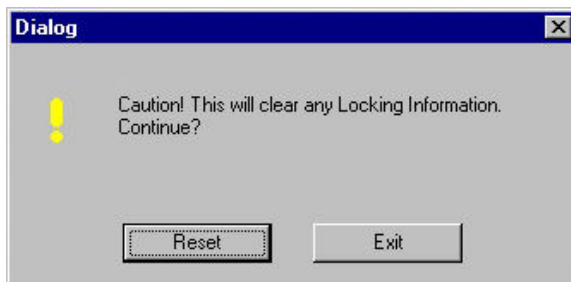
If the System is not being operated in Overlay Mode, then reprogramming can only be performed using the configuration tool. Go to the locks that require programming. Again, in this example this includes Main entrance, barrier, entrance building 402 1st floor, Office 101, Office 102, Entrance to building and 402 2nd floor.

Click on the lock concerned so that it is highlighted.

Choose **Programming** and **Lock**. Position the configuration tool in front of the lock and click **OK**. Program the other locks in the same way. To close the window, click the **Exit** button.

### 8.5 Resetting a transponder

Choose **Programming > reset transponder**.



Hold the transponder in front of the configuration tool and click **Reset**.

Briefly press the transponder button. The transponder data is now completely deleted, and the transponder is available for a new user.



The transponder does not actually reset entirely to its original state. This transponder no longer works with a new or reset lock. Not until both components have been reprogrammed will the lock respond to the transponder again.



Confirm the message with **OK**. To close the window, press **Finish**.

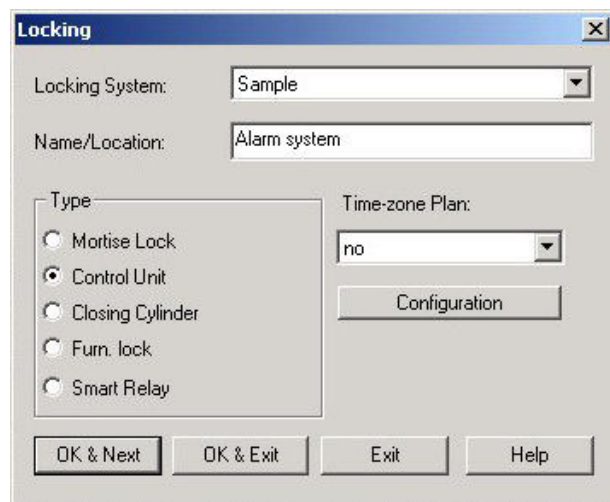
### 9.0 Block lock components

#### 9.1 Arming unit (SSM and SSS)

The arming unit is used to arm the alarm system. If you would like to add the block lock components at a later stage, open your Lock System using the password. Otherwise, create a new Lock Plan.

Choose **New > Lock**. Assign a name for the arming unit (i.e. Alarm system).

In the **Type** box, select *Control unit*. Click **OK & Exit**, or **OK & Next** if you would like to set up more arming units.



To avoid mutual interference, place the arming unit in a separate Lock Plan (does not apply to VdS components).

In the Lock Plan, place a cross by the member of staff who is authorized to switch the alarm system on and off.



Note: In such cases, the transponders do not require reprogramming.

Authorize your Lock System and program the arming unit under **Programming > Lock**.



The arming unit requires a power supply for programming, which can, for example, be provided using a 9 Volt battery. Arming unit(s) and deactivation units are separated from one another for programming. Block lock components are not wired together until successfully programmed.

### 9.2 Deactivation unit

When the alarm system is armed, the deactivation unit ensures that a door of the secured area cannot be opened accidentally, even with an authorized transponder. It thus prevents false alarms.

Click on the row in the Lock Plan above which you would like to insert a deactivation unit. Choose **New > Lock**. Assign a name to the deactivation unit (i.e. Deactivation unit, main entrance).

In the **Type** box, select *Control unit*. Click **OK & Exit**. If you would like to set up more deactivation units, repeat these steps.

Locking

Locking System: Sample

Name/Location: Deactivation unit, main entrance

Type

- ☐ Mortise Lock
- ☒ Control Unit
- ☐ Closing Cylinder
- ☐ Furn. lock
- ☐ Smart Relay

Time-zone Plan: no

Configuration

OK & Next OK & Exit Exit Help



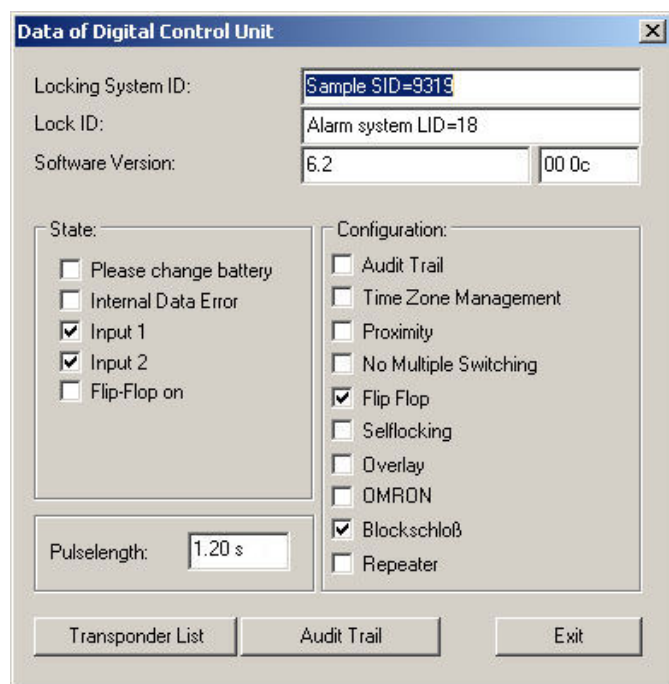
We recommend inserting each deactivation unit above its associated digital US Lock in the Lock Plan, in order to keep a clear overview of the deactivation units.

Deactivation units do not need authorization, so crosses do not have to be placed alongside them. Authorize your Lock System and program the deactivation units under **Programming > Lock**.



The deactivation unit requires a power supply for programming, which can, for example, be provided using a 9 Volt battery. Arming unit(s) and deactivation units are separated from one another for programming. The components are not wired together until successfully programmed.

Retrieve the data from the block lock components: **Programming > Read unknown lock**. The type of the component is displayed (deactivation unit or arming unit). Slave units respond as control units with pulse control.



The screenshot shows a software window titled "Data of Digital Control Unit". It contains several input fields and checkboxes. The "Locking System ID" field is highlighted with a blue selection box and contains the text "Sample SID=9319". The "Lock ID" field contains "Alarm system LID=18". The "Software Version" field is split into two parts: "6.2" and "00 0c". Below these are two columns of checkboxes. The "State" column includes "Please change battery", "Internal Data Error", "Input 1" (checked), "Input 2" (checked), and "Flip-Flop on". The "Configuration" column includes "Audit Trail", "Time Zone Management", "Proximity", "No Multiple Switching", "Flip Flop" (checked), "Selflocking", "Overlay", "OMRON", "Blockschloß" (checked), and "Repeater". At the bottom left, there is a "Pulselength:" field with the value "1.20 s". At the bottom right, there are three buttons: "Transponder List", "Audit Trail", and "Exit".



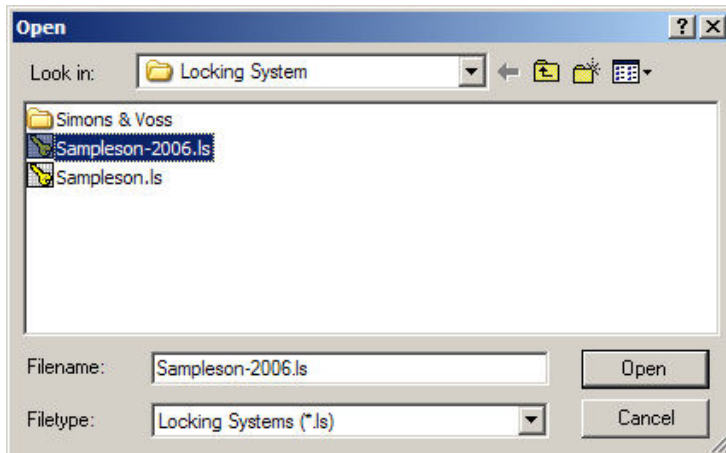
**WARNING:** Changing the configuration manually will cause the block lock component to malfunction.

### 10.0 Opening, saving, printing . . .

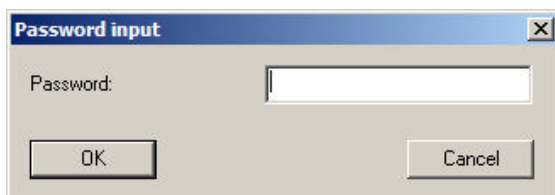
#### 10.1 Opening a file

Choose **File > Open**. Files are normally saved in the following folder: *Hard drive C:\Program Files\Simons & Voss\System3060*. If you have saved your files in a different folder, select it in the **Look in:** drop-down list box. You will then see a list of the Lock Systems that have been saved (i.e. Sampleson.ls).

Click on the Lock System you would like to open so that it is highlighted. Click the **Open** button.



Enter the file password to open the Lock Plan, if there is one.



Click on **OK** and the Lock Plan will open.



### 10.2 Saving a file

Approve your Lock System. Choose **File** and **Save as....**

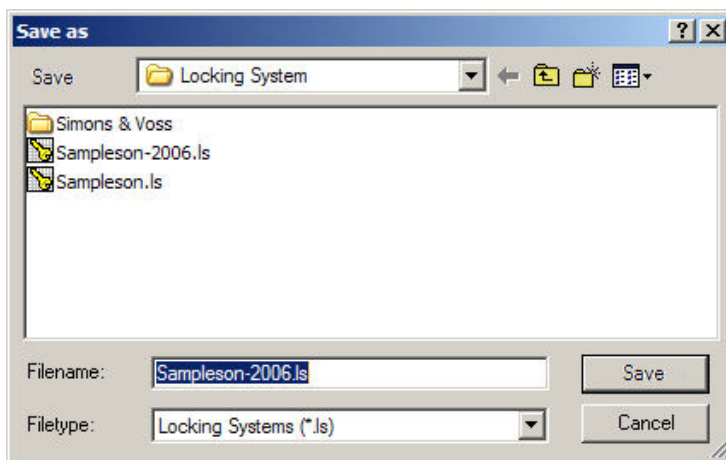
In **Save as:**, select the folder in which you would like to save the file. Files are normally stored in the following folder:  
*Hard drive C:\Program Files\Simons & Voss\System3060.* Under *File name*, enter the name you would like to give the file, then click **Save**.



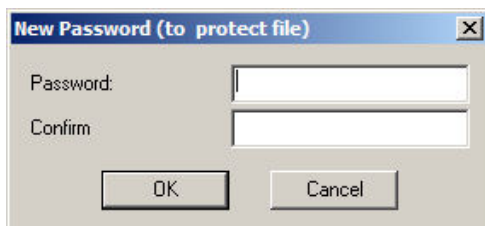
If you are using a desktop computer to manage your Lock Plan and a laptop for programming, we strongly recommend that you do not save your Lock Plan on the laptop's hard drive. If you do there is a risk that, after programming a lock, you will forget to upload the updated Lock Plan to your desktop and you will continue to use the old Plan instead.



**Warning: Always create a backup copy of your Lock Plan, preferably somewhere other than the hard drive used to store the original.**



If you are saving the file for the very first time, you will automatically be asked for a password. This is the password which you will later use to open the file. The file password and Lock System password can be identical.



Enter a password and press the **Tab** key. Confirm the file password and click **OK**.

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Once you have saved the file with a password, you will not be asked for it the next time. You can change it at any time under **File > File password**.

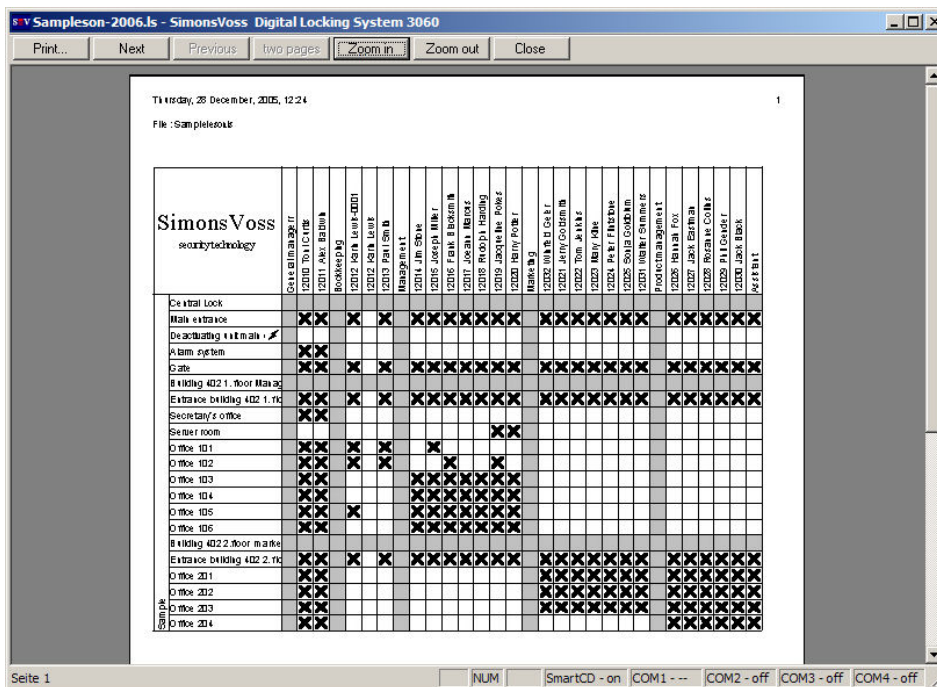


We recommend that you secure your files using passwords.

## 10.3 Printing out a Lock Plan

You can obtain a view of the printout under **File > Print Preview**. From there you can perform the following actions:

Print...	Prints the current Lock Plan.
Next	Shows the next page
Previous	Shows the previous page
One page / two pages	Shows one page or two next to one another
Zoom in	Enlarges the view
Zoom out	Reduces the view
Close	Closes the window

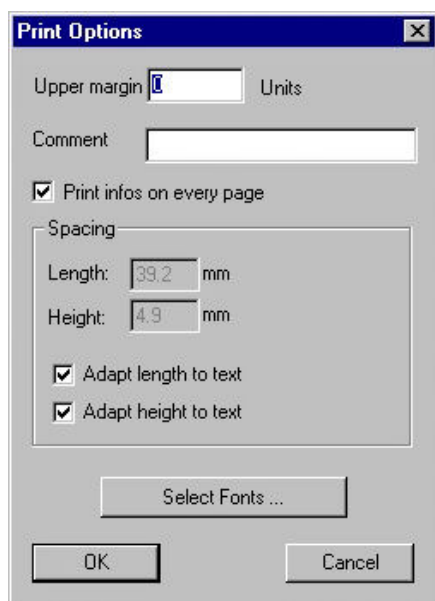


However, as with other conventional Windows applications, you can also print the Lock Plan using the standard **File > Print** dialog box.

You can change the layout of the Lock Plan by choosing **Options** and **Printer....** In the window that opens you can adjust the following settings:

Top margin	A margin of ... mm is inserted along the top edge
Comment	A comment is inserted at the top of the Lock Plan on the print-out
Print name on every page	The comment is printed on every page / only on the first page

You can also define the length and height of the label boxes in the Lock Plan (transponders and locks). To activate these settings, you first have to uncheck the two boxes entitled '*Adjust length/height to font*'. Under **Select printer font...** you can set up the printer in the usual manner for Windows.



### 10.4 Printing statistics

The statistics show you how many locks you have set up in the Lock Plan. US Locks are sorted by installed length and other properties. SmartRelays, control units and furniture locks are listed according to their properties. Open the Lock System by choosing **Authorize > Open Lock System**.

Click on the first lock so that it is highlighted. Choose **Edit > Properties**.

Click on the *Specifications* tab and enter the specifications of the digital US Lock, of the digital control unit.



If you have already programmed the lock, then you will see the data which the software has retrieved from it, such as product type, serial number and installed length (for European-profile cylinders).

**Lock Properties**

Configuration    Features    Transponder groups

Product: TN3  
Serial number: 01-01060100316

Outside: 30 mm  
Inside: 30 mm

☐ Metal Door  
☐ Outside  
☐ Both sides free spinning  
☒ Audit Trail / Time Zone Management  
☐ Multi-detented  
☐ VdS approved  
☐ Fliehtomatik

Knobs  
Material: stainless steel  
☐ RAL-Color: 1000

OK    Cancel    Accept    Help

If it is not a digital lock but another kind of lock, click first on the *Name* tab.

Click on the appropriate lock type.

Then click **Apply**, followed by the *Features* tab. Next, enter the details of the lock. Repeat these steps until you have entered the details of all the locks.

Choose **File > Print statistics**.

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Sunday, 11 June, 2006, 15:08  
File : Sample.ls

### Ldb - statistics

Locks :

Number	Type of lock	L/R	Distance-H	Distance-V	Design	Fitting	Audit Trail

Control units :

Number	Audit Trail	Deactivating unit	Alarm system activation unit
3	no	no	no

Cylinder :

Number	Inside / outside length	Audit Trail	Metal Door	Outside	Both sides free spinning	Knobs
1	30/30	yes	no	no	no	stainless steel
14	30/35	no	yes	no	no	stainless steel

Smart Relay :

Number	Audit Trail
1	no

Number of transponders : 26

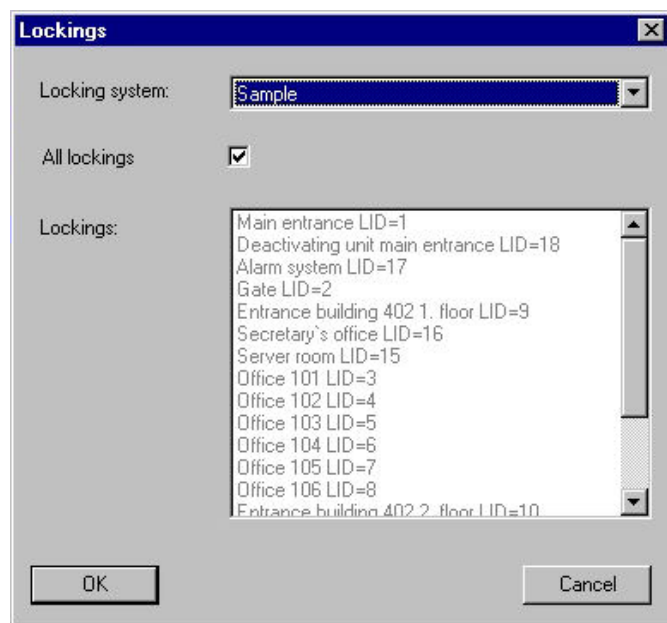
### 10.5 Printing labels

You can print labels bearing the names of the locks and transponders, which can be used, for instance, to label the packages in which locks and transponders are kept.

Choose **File > Print lock labels** or **File > Print transponder labels**.

Under **Lock System**, select the System you require. If you would like to print out all of the labels, then click **OK**. If you only want to print out certain labels, then uncheck the **All locks** box and select the ones you want to print.

Finally, confirm with **OK**.



Define the format of the labels:

64.6 mm x 33.8 mm

48.5 mm x 25.4 mm

88.9 mm x 35.7 mm

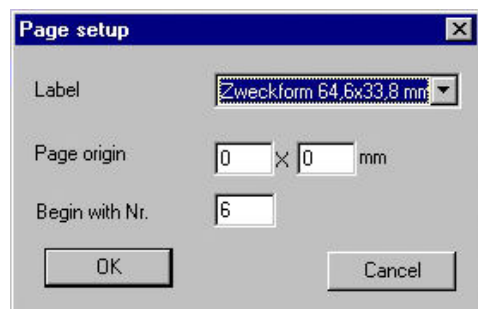
### Page start

Corrects the printer setting if labels are being printed too far to the side or too high up.

### Begin with no.

The labels are numbered in sequence from left to right, top to bottom. If, for example, the first five labels are missing from a sheet, then begin with no. 6.

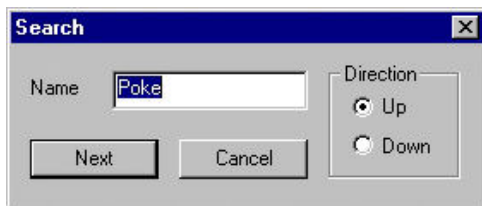
Confirm with **OK**.



### 11.0 Additional functions

#### 11.1 Find and move

You can look for **Lock Systems**, **locks** and **transponders** using **Edit > Find**. Select the action you require and enter the name of the component you are looking for (i.e. Poke).



Start the searching with **Next**. Click **Cancel** to finish.



It is usually sufficient to enter only part of the word you are looking for, since the program searches for matches in the whole box.

As is usual in Windows, you can move transponders and locks around. For instance, click on a transponder you would like to move, so that it is highlighted. Hold down the left-hand mouse button and drag the mouse to the position where you would like to insert the transponder, and then release the mouse button.

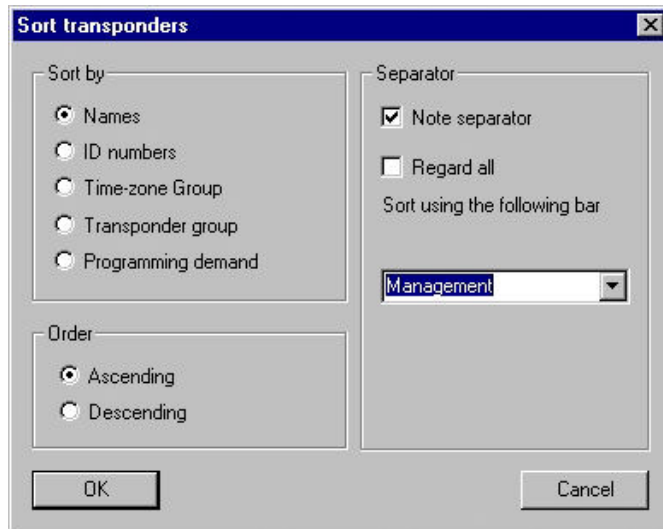
#### 11.2 Sorting transponders and locks

Choose **View > Sort transponders**. You can sort transponders according to name, ID number, time zone group, transponder group and programming requirement. Divider bars are also taken into account if required. You can also sort between particular divider bars. Select the name of the divider bar after which you would like to perform the sorting function. Under *Order*, define whether you would like to sort the transponders in **Ascending** order (A to Z) or **Descending** order (Z to A), then confirm with **OK**:



The first entered letter is always used for sorting.

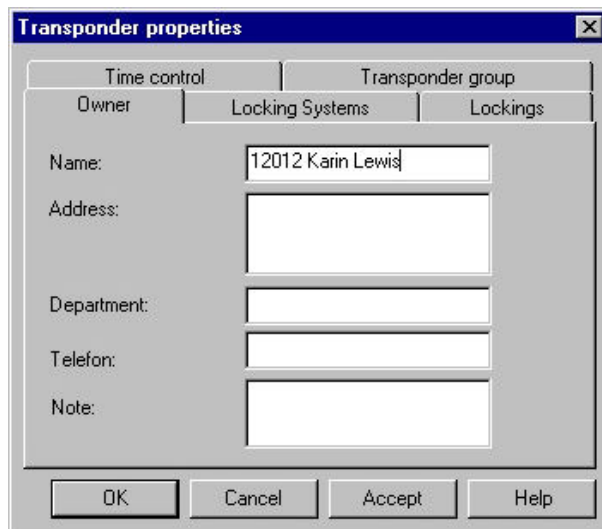
The same function exists for locks, which you can sort by name, ID number, network address or programming requirement. Choose **View > Sort locks** and select the Lock System you require.



### 11.3 Changing names

Open your Lock System with **Authorize > Open Lock System**. Click on the lock or transponder whose name you would like to change. It will appear in blue.

Choose **Edit → Properties**. You can now change the name (i.e. 12012 Karin Lewis-0001: change to 12012 Karin Lewis)



Finally, confirm with **OK**.



### 11.4 Performing emergency opening

If there is no authorized transponder available, you can perform an emergency opening using the Configuration tool and your password. To do this, choose **Programming > Emergency Unlock**.

Enter your password for the Lock System and click **Unlock**.



The password for a lock that has not been programmed is 0x0 (zero, lower-case x, zero). Please note that locks cannot be emergency-unlocked in Storage Mode.



If the data you enter is not accepted, check your password, making sure you enter the correct upper and lower case letters.

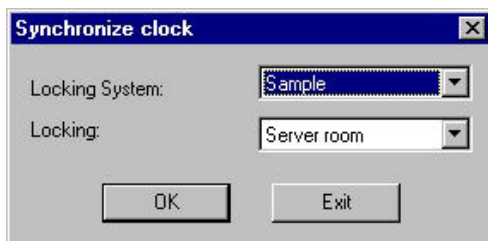
### 11.5 Setting the time

If the time recorded by a lock is not the same as the actual time, you can reset it.



You should reset the time in the locks at least once a year in order to guarantee accurate times. The holiday list for the next 127 weeks is also regenerated.

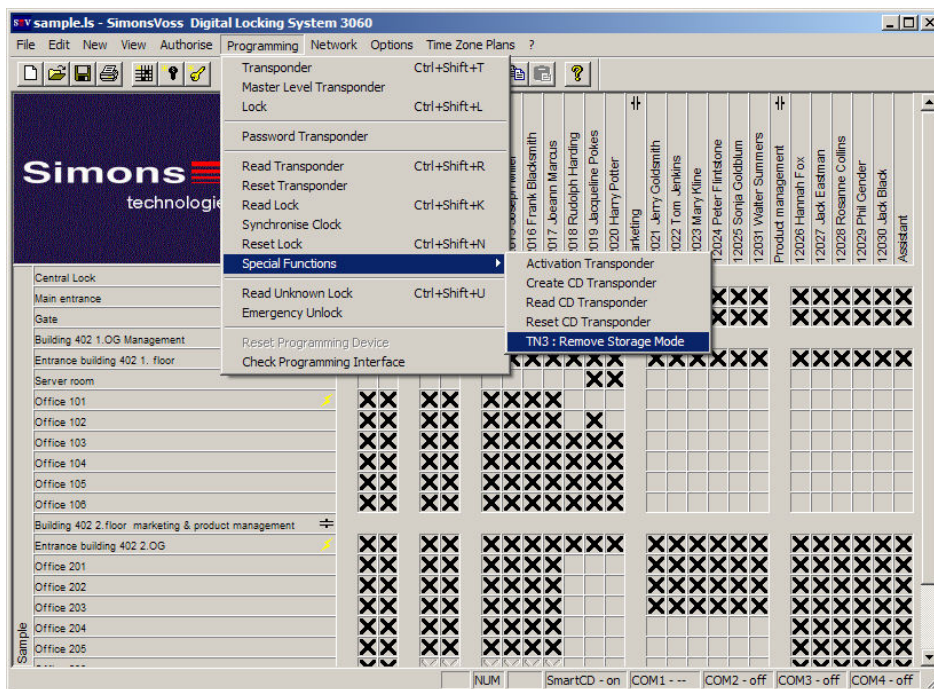
Approve the Lock System using the password. Click the lock concerned so that it is highlighted. Choose **Programming > Set clock in lock**. You can then change the Lock System and/or lock in the window which opens. Position the Configuration tool in front of the lock, and then click **OK**.



The computer's time is always used, so you should check to make sure its date and time are correct.

## 11.6 Deactivate Storage Mode

Digital US Locks containing software version 10.0 and higher are delivered in an energy-saving mode known as Storage Mode. This is automatically deactivated the first time the lock is programmed. For test purposes you can also deactivate it under **Programming > Special functions > TN3: deactivate Storage Mode**.



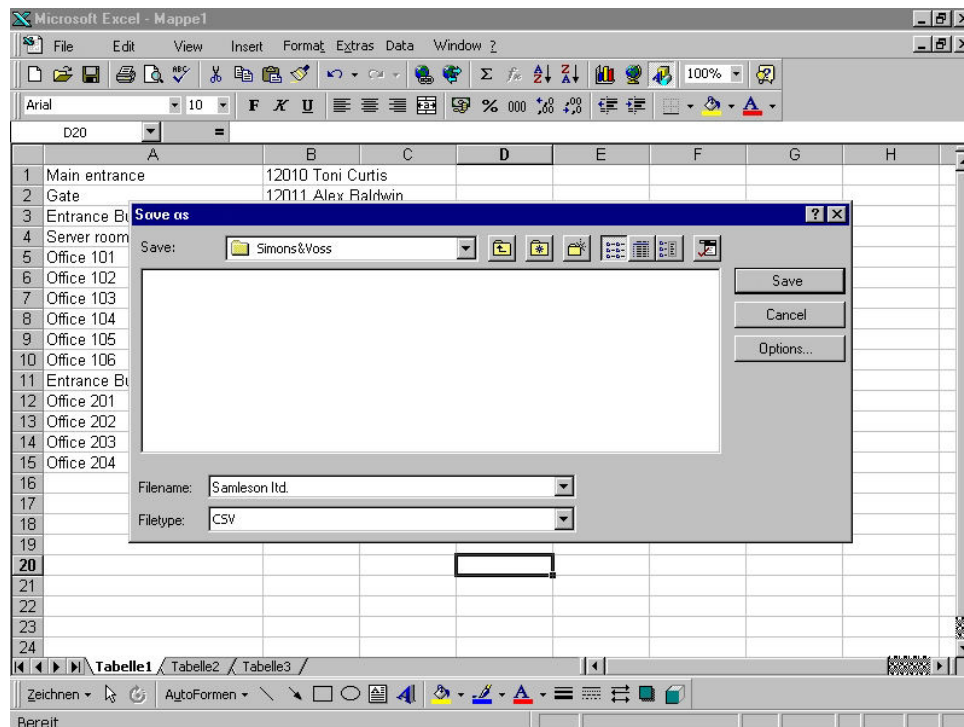
## 12.0 Importing and exporting

### 12.1 Exporting and importing to and from Palm & Pocket PC databases

You will find a detailed description of these procedures in the manuals of the PalmLDB and SmartLSM software products.

### 12.2 Importing locks and transponders

Instead of entering the names of the locks and transponders manually into the Lock Plan, it is also possible to import them from an existing (customer's) file. This file might for example be an Excel spreadsheet which contains the names of the locks in column A and the names of the employees (transponders) in column B. Save this file in CSV format (i.e. Sampleson Ltd.)



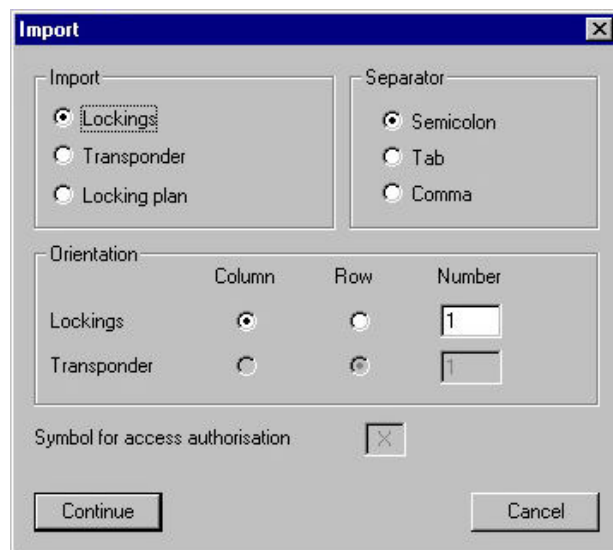
You can use the file 'Sampleson Ltd' to create a new Lock Plan, or you can add it to an existing Lock Plan.

Before importing, you first have to set up a new Lock System in LDB (in this case for Sampleson Ltd.), along with a password. After that, choose **File > Import > Lock System**.

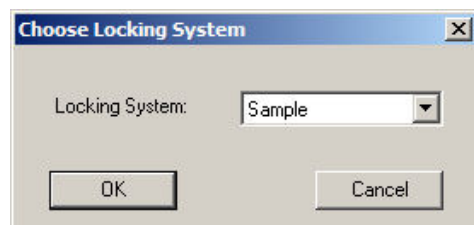
Open the file that contains the names of the locks and transponders (i.e. Sampleson Ltd.csv)

Define whether you want to import the *Locks* or *Transponders*. You must also define the kind of separator used in the .csv file to divide the data entries (*Semi-colon, Tab, Comma*).

In our examples, the locks are listed in the first column. This you specify under *Orientation*. Confirm with **Continue**.



In the window which then opens, select the Lock System into which you would like to import the names.



The software will then set up the locks.

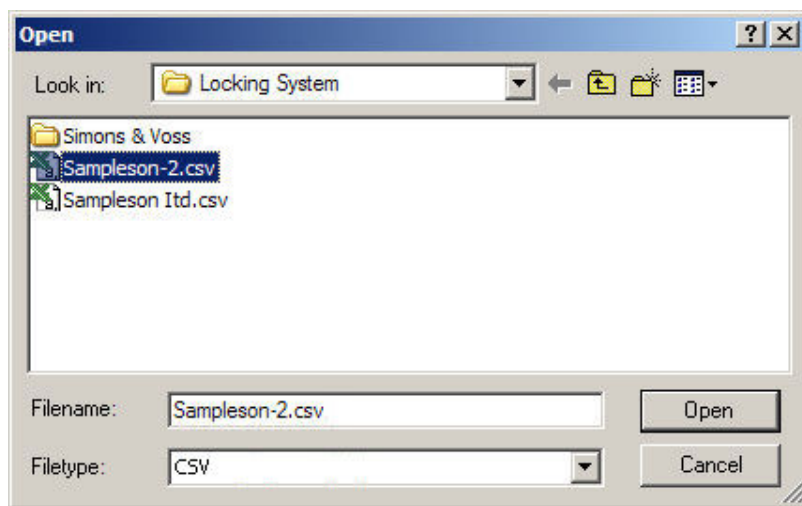
After that, import the transponders in the same way. Assign the authorizations, and program the components.

## 12.3 Importing a complete Lock Plan

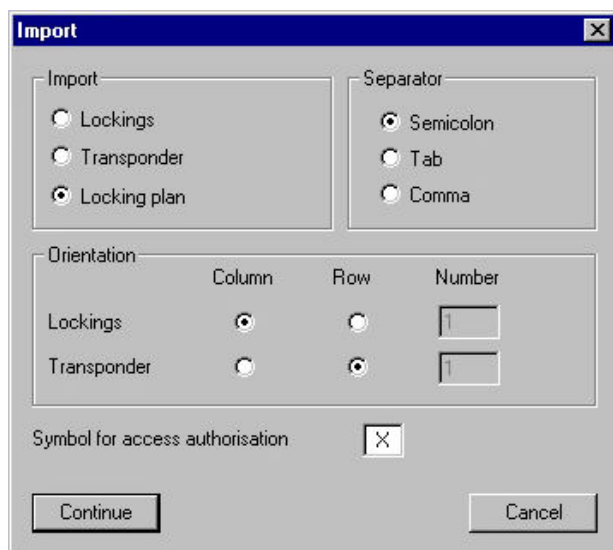
You can also import a Lock Plan created by a customer – one set up in Excel, for example. Save it first in CSV format.

	A	B	C	D	E	F	G	H	I
1		12010 Toni C	12011 Alex B	12012 Karin L	12013 Paul S	12014 Jim St	12015 Joseph	12016 Frank	12017 Joeanr
2	Main entrance	X	X	X	X	X	X	X	X
3	Gate	X	X	X	X	X	X	X	X
4	Entrance building 402 1X	X	X	X	X	X	X	X	X
5	Server room								
6	Office 101	X	X	X	X	X	X	X	X
7	Office 102	X	X	X	X	X	X	X	X
8	Office 103	X	X	X	X	X	X	X	X
9	Office 104	X	X	X	X	X	X	X	X
10	Office 105	X	X	X	X	X	X	X	X
11	Office 106	X	X	X	X	X	X	X	X
12	Entrance building 402 2X	X	X	X	X	X	X	X	X
13	Office 201	X	X	X	X	X	X	X	X
14	Office 202	X	X	X	X	X	X	X	X
15	Office 203	X	X	X	X	X	X	X	X
16	Office 204	X	X	X	X	X	X	X	X
17	Office 205	X	X	X	X	X	X	X	X
18	Office 206	X	X						
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									

Set up a new Lock System. Choose **File > Import > Lock System**. Next, open the file containing the Lock Plan.



In the **Import** window, select the function '**Lock Plan**' then define the *Separator* (semi-colon, tab, comma) used to divide up the entries in the file. Under *Orientation*, specify the columns or rows in which the locks and transponders are located. In *Symbol for access authorization*, enter the letter or digit used in Excel to signify access authorization.



Confirm your entries with **Continue** and then select the Lock System. The complete Lock Plan is then imported.

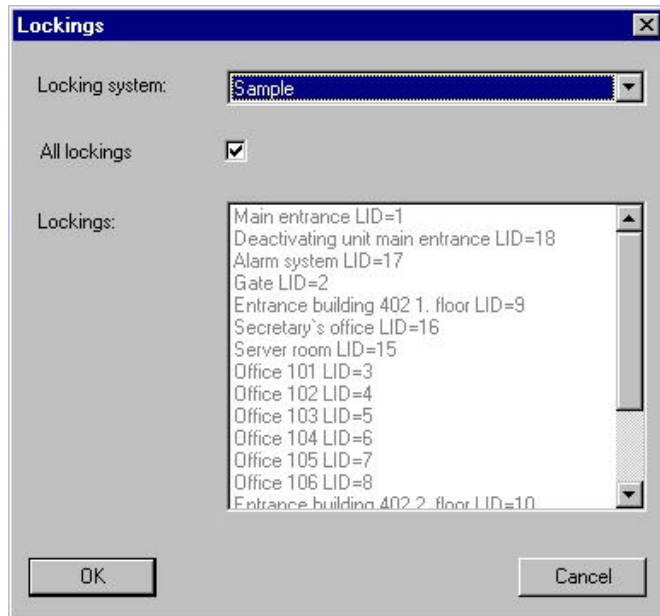
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## 12.4 Overview of lock properties

You can obtain a precise listing of the lock and transponder data using the export function. Choose **File > Export > Locks**.

Select the Lock System. If you would like a listing of particular locks, uncheck the **All locks** box and select the lock or locks you want to list.

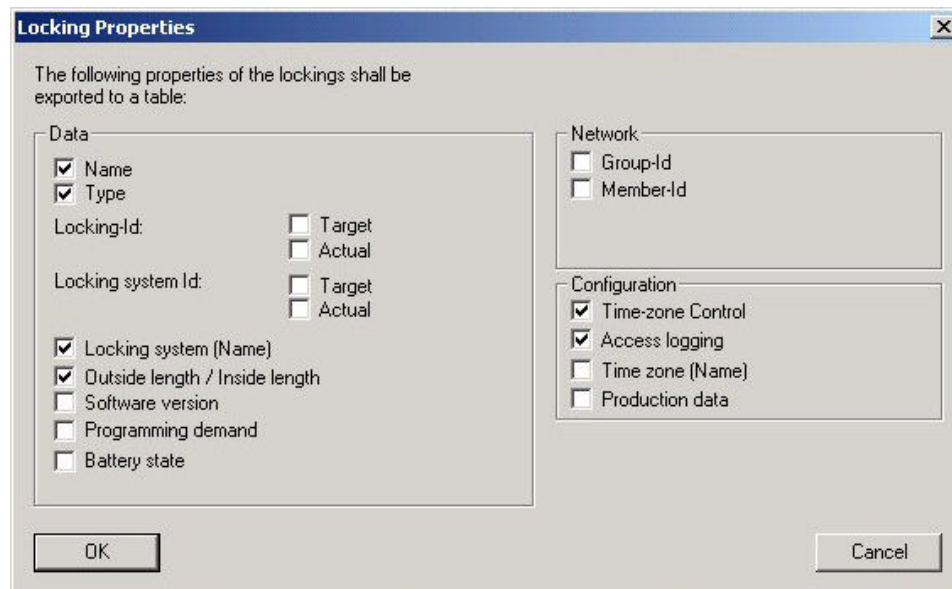


You can select several locks at once using the **Ctrl key**.

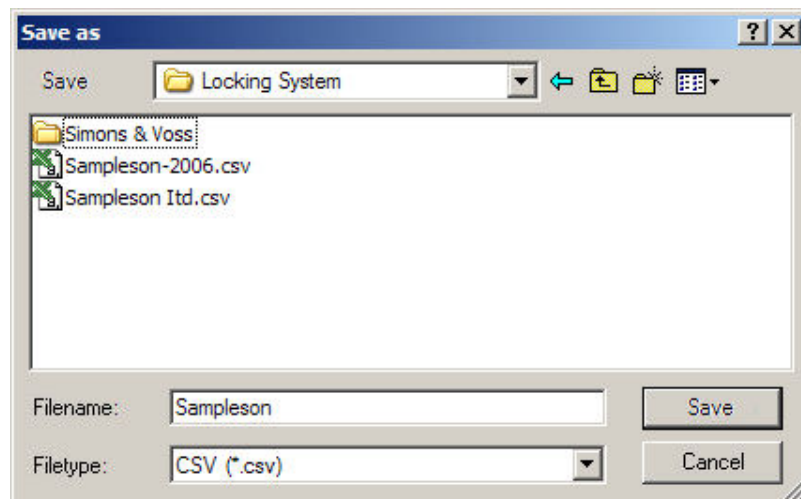
Confirm with **OK**.

Place a check alongside the lock properties you would like to export, then confirm with **OK**.





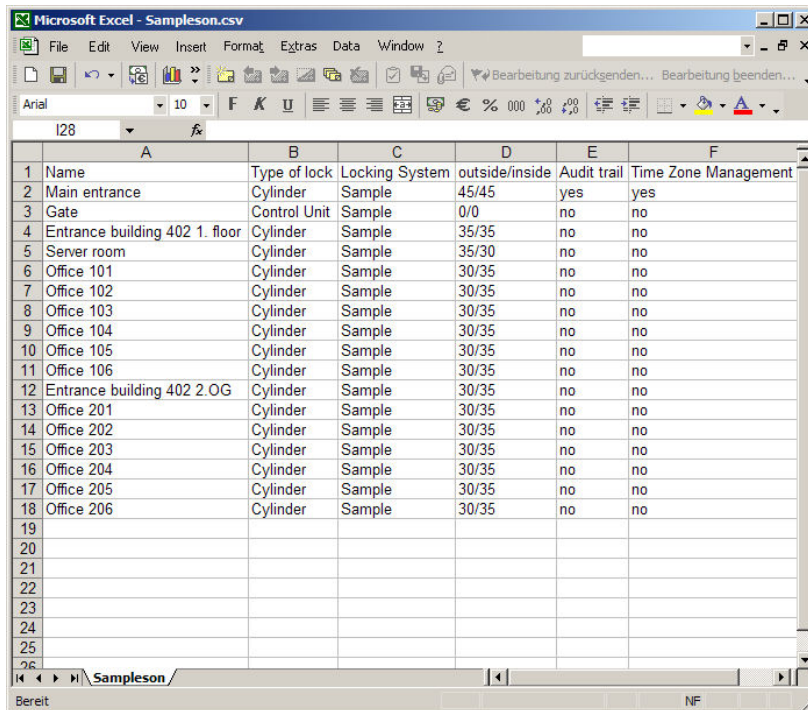
The Save as window will open. Name the file (i.e. Sampleson.csv), and then save it in CSV format.



Open Windows Explorer. Select the path under which you have saved the file. Open the file by double-clicking the file name. This file can be opened and edited in a program such as Microsoft Excel.

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The screenshot shows a Microsoft Excel window titled 'Microsoft Excel - Sampleson.csv'. The table has 6 columns: Name, Type of lock, Locking System, outside/inside, Audit trail, and Time Zone Management. The rows list various locations and their corresponding lock types and systems.

	A	B	C	D	E	F
1	Name	Type of lock	Locking System	outside/inside	Audit trail	Time Zone Management
2	Main entrance	Cylinder	Sample	45/45	yes	yes
3	Gate	Control Unit	Sample	0/0	no	no
4	Entrance building 402 1. floor	Cylinder	Sample	35/35	no	no
5	Server room	Cylinder	Sample	35/30	no	no
6	Office 101	Cylinder	Sample	30/35	no	no
7	Office 102	Cylinder	Sample	30/35	no	no
8	Office 103	Cylinder	Sample	30/35	no	no
9	Office 104	Cylinder	Sample	30/35	no	no
10	Office 105	Cylinder	Sample	30/35	no	no
11	Office 106	Cylinder	Sample	30/35	no	no
12	Entrance building 402 2.OG	Cylinder	Sample	30/35	no	no
13	Office 201	Cylinder	Sample	30/35	no	no
14	Office 202	Cylinder	Sample	30/35	no	no
15	Office 203	Cylinder	Sample	30/35	no	no
16	Office 204	Cylinder	Sample	30/35	no	no
17	Office 205	Cylinder	Sample	30/35	no	no
18	Office 206	Cylinder	Sample	30/35	no	no
19						
20						
21						
22						
23						
24						
25						
26						

### 12.5 Overview of transponder properties

You can enter additional data on every transponder, such as private addresses. To do this, open the Lock Plan and click on the name you want to add information to (i.e. 12010 Toni Curtis).

Enter the details – such as address, telephone and so on – and confirm with **OK**. Repeat the steps for the other transponders.

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**Transponder properties**

Time control | Transponder group

Owner | Locking Systems | Lockings

Name: 12010 Toni Curtis

Address: Gladstone Road 78

Department: General manager

Telefon: 123/456789

Note:

OK Cancel Accept Help



When entering the address, you will need to press **Ctrl** and **Enter** in order to move down a line.

Choose **File > Export > Transponder**.

**Transponder**

☒ All Transponders

Choose transponder:

- 12010 Toni Curtis
- 12011 Alex Baldwin
- 12012 Karin Lewis
- 12013 Paul Smith
- 12014 Jim Stone
- 12015 Joseph Miller
- 12016 Frank Blacksmith
- 12017 Joeann Marcus
- 12018 Rudolph Harding
- 12019 Jacqueline Pokes
- 12020 Harry Potter
- 12021 Jerry Goldsmith
- 12022 Tom Jenkins
- 12023 Mary Kline
- 12024 Peter Flintstone
- 12025 Sonja Goldblum
- 12031 Walter Summers
- 12026 Hannah Fox

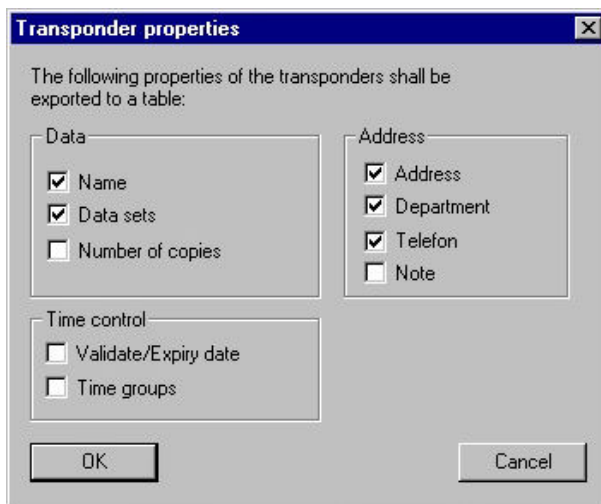
OK Cancel

If you would like a listing of only particular transponders, uncheck the **All transponders** box and select the transponders you want to list.

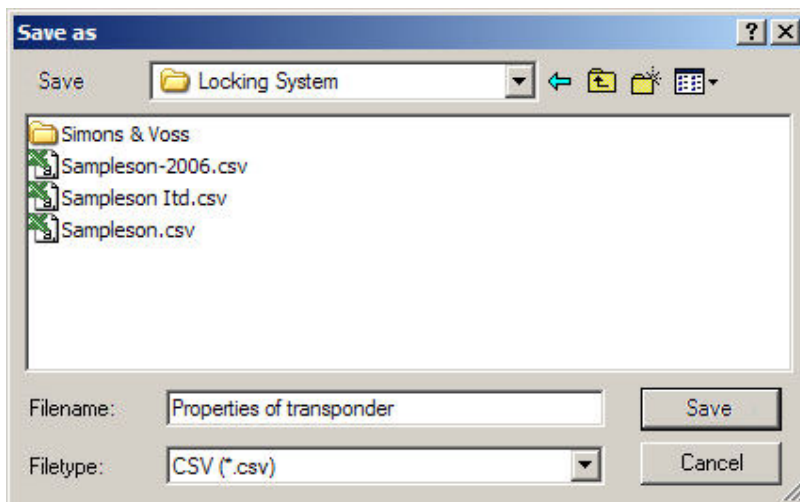


You can select several transponders at once using the **Ctrl key**.

Confirm with **OK**. The *Transponder properties* window will then open automatically. Place a check alongside the transponder properties you would like to export, then confirm with **OK**.



The *Save as* window will open. Name the file and save it in CSV format. Confirm with **OK**.

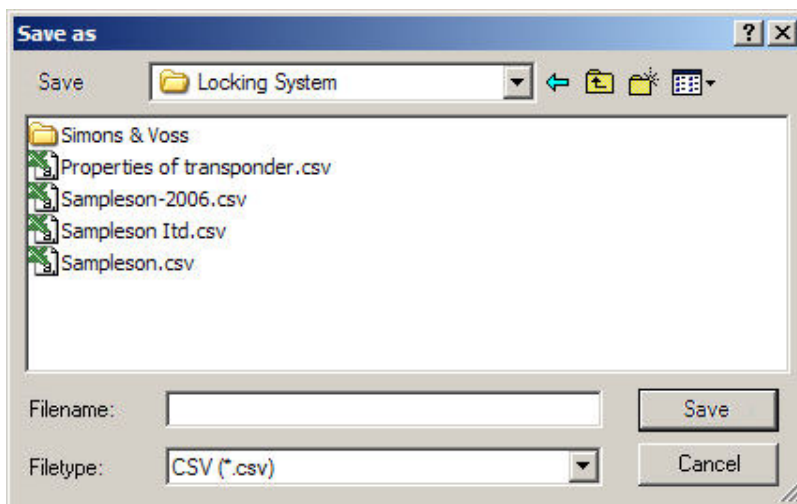


Open Windows Explorer. Select the path under which you have saved the file. This file can be opened and edited in a program such as Microsoft Excel.

### 12.6 Exporting a complete Lock Plan

You can export a complete Lock Plan into a program such as Excel, make changes to it, then import it again.

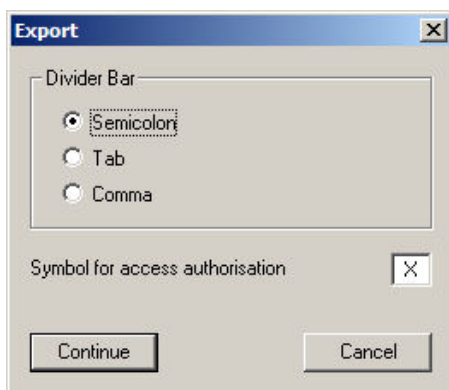
Choose **File > Export > Lock System**. Select the path under which you would like to save the file. Give the file a name with the file extension **.csv** and click **Save**.



In the *Export* window which then opens, define the format of the separator (*Semicolon, Tab, Comma*).



Excel requires a semi-colon as a separator.



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Assign the character which is to be used to signify access authorization in Microsoft Excel. Click on **Continue** and select the Lock System which you would like to export. Confirm with **OK**.

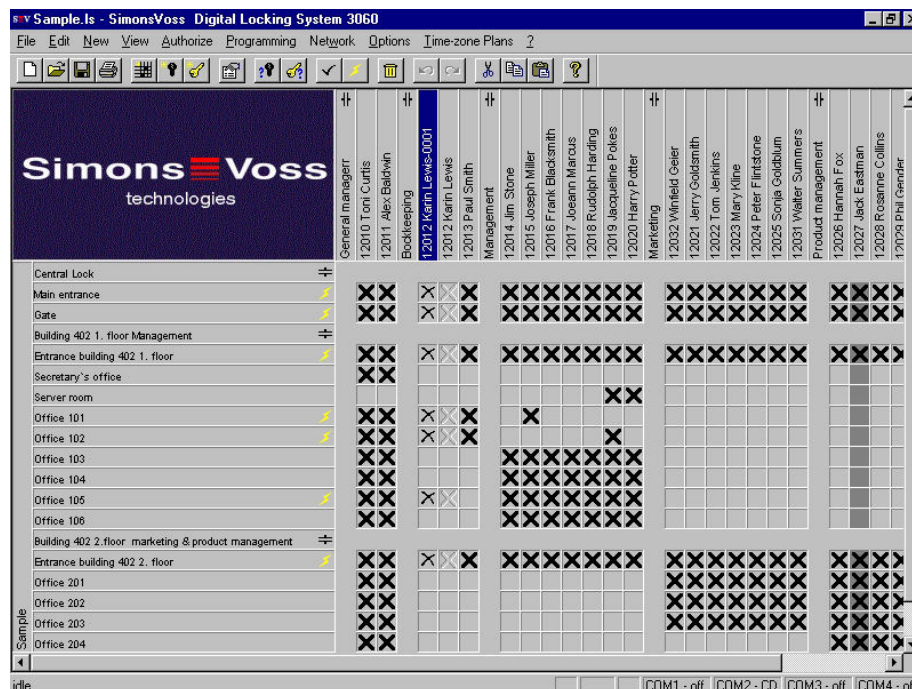


Start up the program (such as Microsoft Excel) and open the CSV file. You can then make changes and assign authorizations, and set up new transponders and locks.

Note: Do not change the names of existing locks or transponders.

Save the file and import the new Lock Plan (see 'Importing a complete Lock Plan', section 12.3).

The LDB Lock Plan software will automatically incorporate your changes.

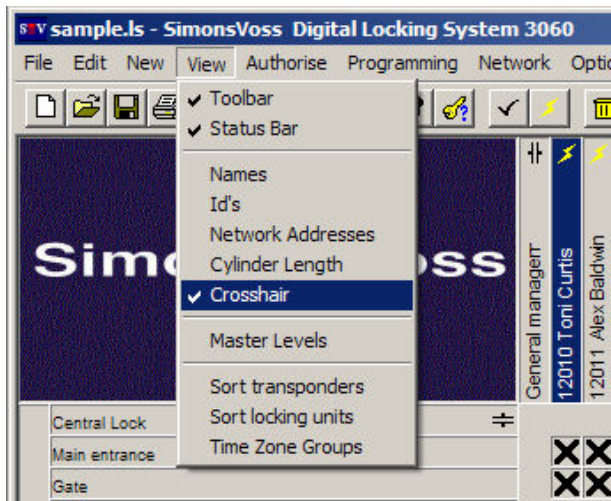


### 13.0 Views

#### 13.1 Cross-hairs, label boxes, ID numbers

##### Cross-hairs

The cross-hairs make it easier to check whether a transponder is authorized for a particular lock. You can switch the cross-hairs on and off using **View > Crosshair**.



##### Enlarge label boxes

You can adjust the size of the columns and rows using **Options > View** when the height and width of the SimonsVoss logo changes, the label boxes for the transponders and locks automatically change too.

##### ID numbers

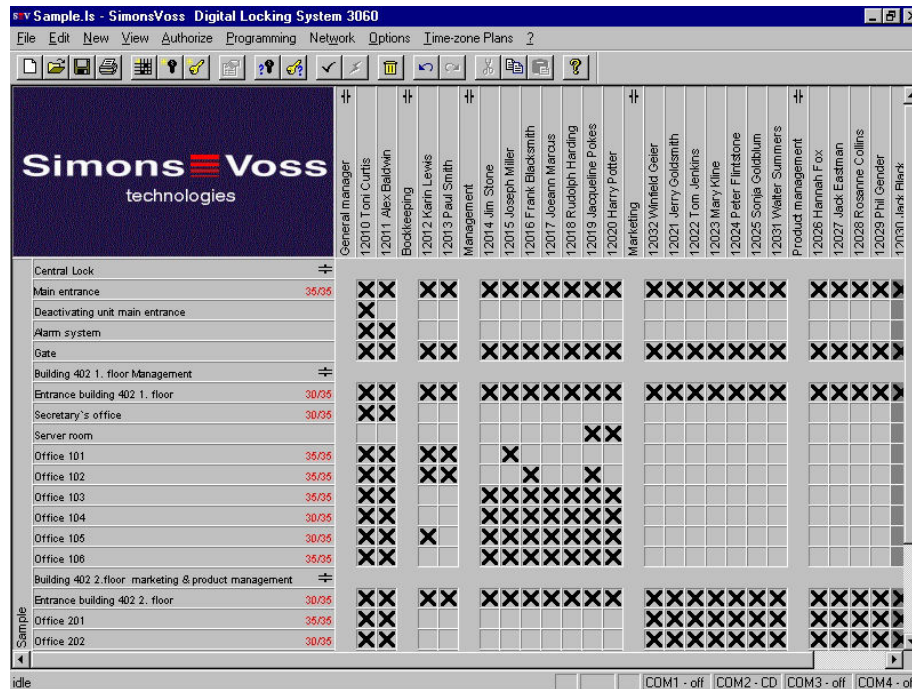
Click on the Lock System so that it is highlighted. Choose **Edit > Properties**, then the *Locks* or *Transponders* tab, and you will obtain a list of the existing locks or transponders, including the ID numbers.



## 13.2 Installed lock lengths

You can display the installed lengths of the locks behind each lock name.

Choose **View > US Lock length**.



European-profile locks have an inside and outside length as measured from the latch connection to the stated side of the door. US locks are not measured this way but this version of the software still has these measurements which can be used in any way you wish. These values have no affect on operation.

You can enter installed lengths as follows:

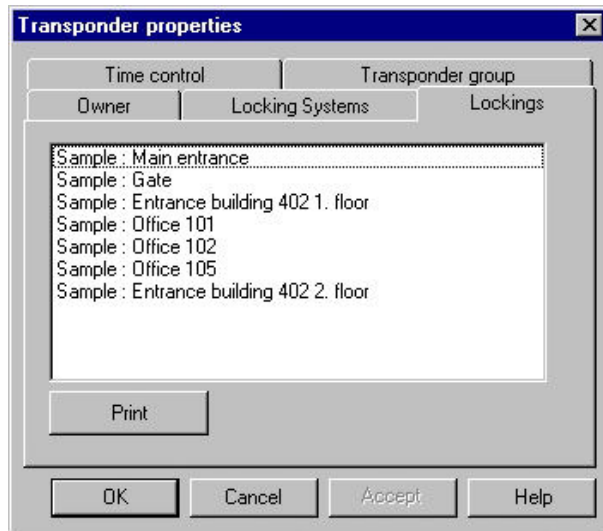
Select the locks and choose **Edit > Properties**. Select the *Features* tab. Enter the lock lengths.

## 13.3 Authorization for a transponder

You can create a list of all the locks which a specified employee (transponder) is authorized to operate. Click on the name of the transponder (i.e. 12012 Karin Lewis) so that it is highlighted.

Choose **Edit → Properties**. In the window which opens, click the *Locks* tab.



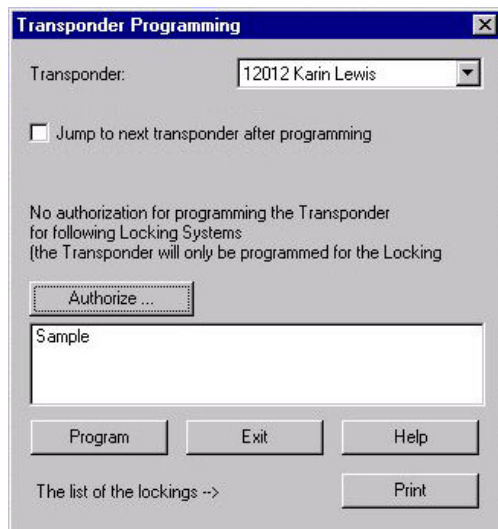


If required, press the **Print** button.

Click **OK** to close the window.

Another way of printing out a list of authorized locks is while you are programming the transponder. Click on the name of the transponder (i.e. 12012 Karin Lewis) so that it is highlighted.

Choose **Programming > Transponder**. At the bottom of the window, click **Print**. You will see a list of authorized locks.

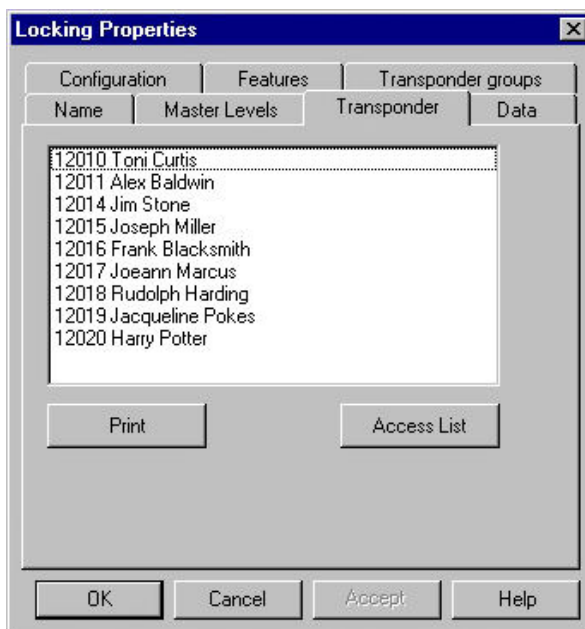


Click **Finish** to close the window.

### 13.4 Authorizations for a lock

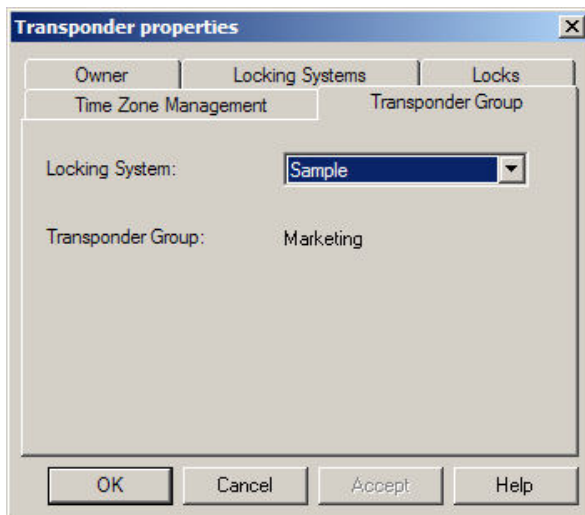
You can obtain a list of the people authorized to operate a particular lock as follows: click on the lock (i.e. Office 103) so that it is highlighted.

Choose **Edit > Properties**. Then select the *Transponders* tab. A list of all the authorized transponders appears.

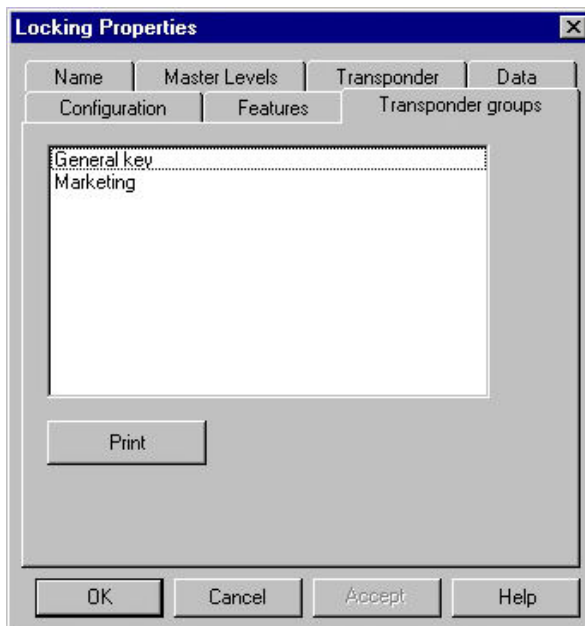


This list can also be printed out. Click **OK** to close the window.

### 13.5 Transponder groups



You can see which transponder group a transponder belongs to in the *Transponder properties* window. Choose the *Transponder group* tab.



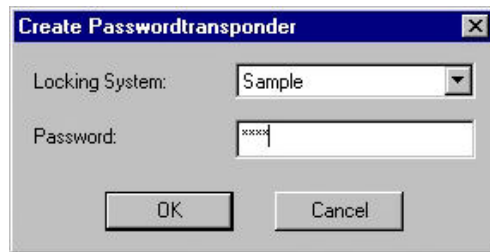
You can obtain information about which **Transponder groups** locks belong to in the same way (*Lock properties*).

### 14.0 Special transponders

#### 14.1 Password transponders

Instead of entering the password via the keyboard, you can program a password transponder. Then, whenever you want to open or approve the Lock System, you simply press the password transponder in front of the Configuration tool. The password transponder transmits the password by radio. You cannot create a password transponder using a normal transponder; a special password transponder is required.

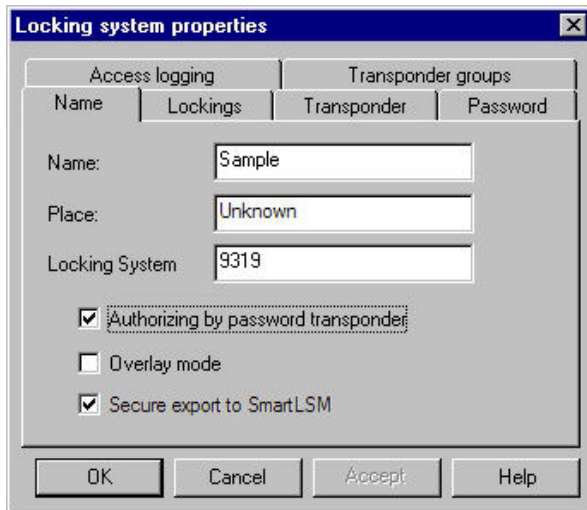
Choose **Programming > Password transponder**. Enter the password of your Lock System (i.e. test). The password letters are shown as asterisks so that the password can not be read by someone looking over your shoulder.



Confirm the password with **OK**, and briefly press the push-button on the transponder.

If you want to use the transponder to enter the password from now on, you must make the following settings:

Click on the Lock System so that it is highlighted. Choose **Edit > Properties** and then **Authorize with password transponder**. Confirm with **OK**.



The 'Locking system properties' dialog box has two tabs: 'Access logging' and 'Transponder groups'. The 'Transponder groups' tab is active, showing sub-tabs for 'Name', 'Lockings', 'Transponder', and 'Password'. The 'Name' sub-tab is selected, displaying fields for 'Name' (Sample), 'Place' (Unknown), and 'Locking System' (9319). Below these fields are three checkboxes: 'Authorizing by password transponder' (checked), 'Overlay mode' (unchecked), and 'Secure export to SmartLSM' (checked). At the bottom are buttons for 'OK', 'Cancel', 'Accept', and 'Help'.

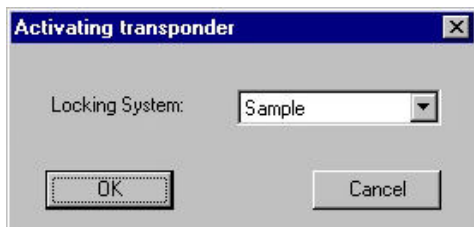
You can also enter the password manually to open and approve the Lock System. To do this, when authorizing the Lock System, click **Password Input** in the *Password confirmation* area. You can then enter your password manually.

## 14.2 Activation transponder

This transponder is used in an emergency to activate digital US Locks if they have been deactivated by arming the alarm system while using the block lock function.

You can use a standard transponder for this purpose. Choose **Programming > Special functions > Activating transponder**.

In the window which opens, select the Lock System.



The 'Activating transponder' dialog box features a 'Locking System:' label and a dropdown menu currently set to 'Sample'. At the bottom are 'OK' and 'Cancel' buttons.

Confirm with **OK**.

Briefly press the transponder's push-button.



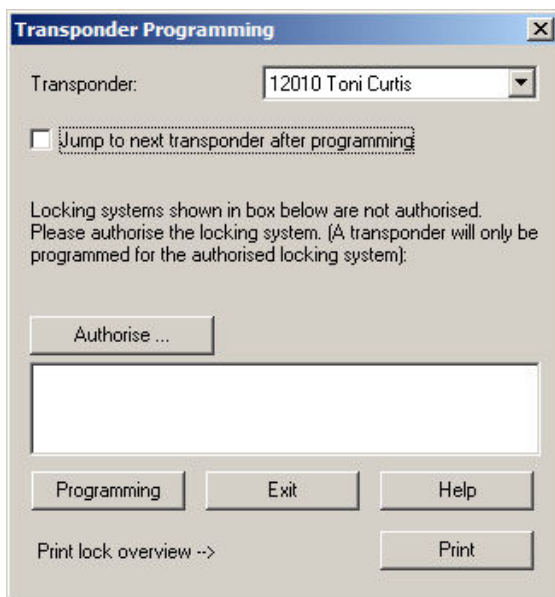
An activation transponder will not open a lock. Activation can also be performed using a red level transponder (i.e. for the fire department).

### 14.3 Creating a CD transponder (not compatible with SmartCD)

PalmCDs can also be used as transponders in your Lock System, with the HotSync button acting as the push-button. In LDB, set up the PalmCD as a new transponder or select an existing transponder which you would like to replace with the PalmCD.

Using the cable supplied with the PalmCD, connect it to a free serial port on your computer. The Configuration tool must contain batteries.

Choose **Programming > Special functions > Create CD transponder**. Approve the transponder programming if necessary, and click the **Programming** button.

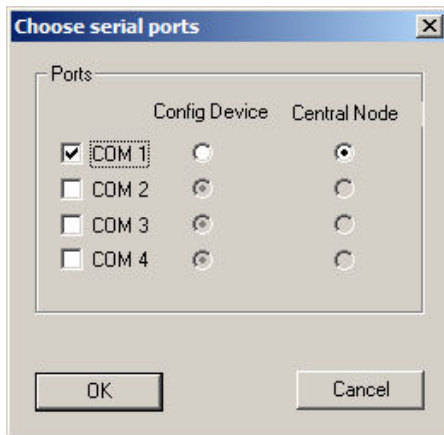


The CD transponder's data is retrieved using **Programming > Special functions > Retrieve data from CD transponder**; you can reset the CD transponder in the same window.

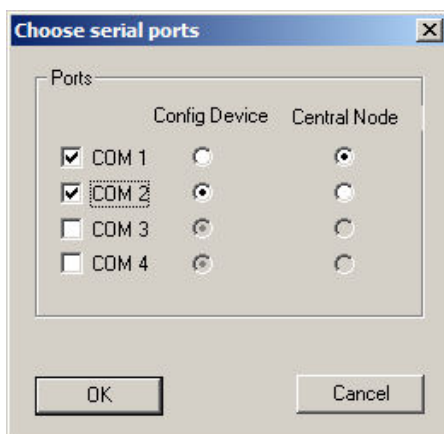
## 15.0 Setting up a network

### 15.1 Setting up a CentralNode

Connect the CentralNode to a free serial port on your PC (i.e. COM1). Choose **Options > Comport....** Select the appropriate port for the CentralNode. If the Config Device and CentralNode are to be used alternately on a shared port, then you have to set the current device in this window (i.e. Central Node on COM1 port)

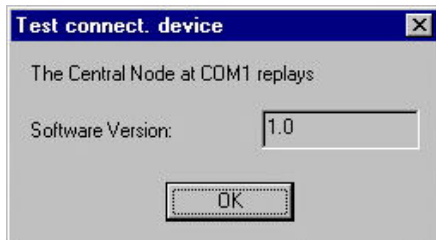


If you have another serial port available for the Config Device, then check that COM port beneath Config Device.



Confirm with **OK**.

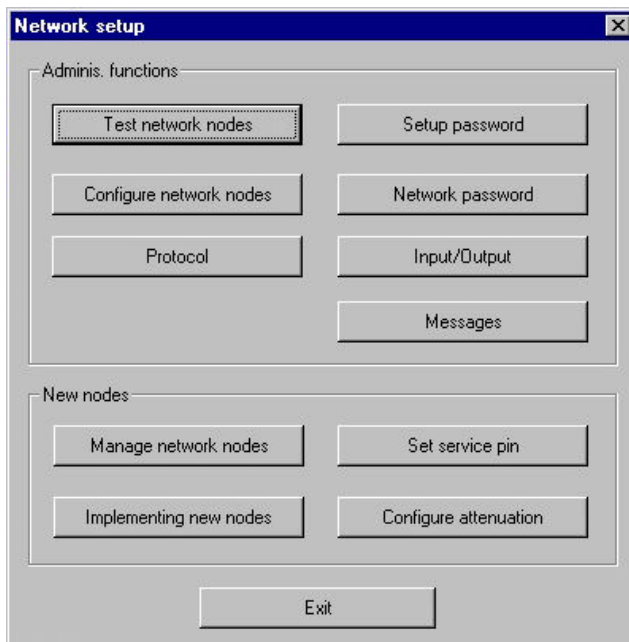
Choose **Programming > Check Programming Interface**. The Central Node will report its current software version.



### 15.2 Network Setup

The Network setup function is used to configure the network. Changing these settings can cause some network components to stop working properly, which is why this configuration should only be performed by appropriately trained staff.

Choose **Options > Network setup**. Enter the password '**3060**' for *Network Setup*.



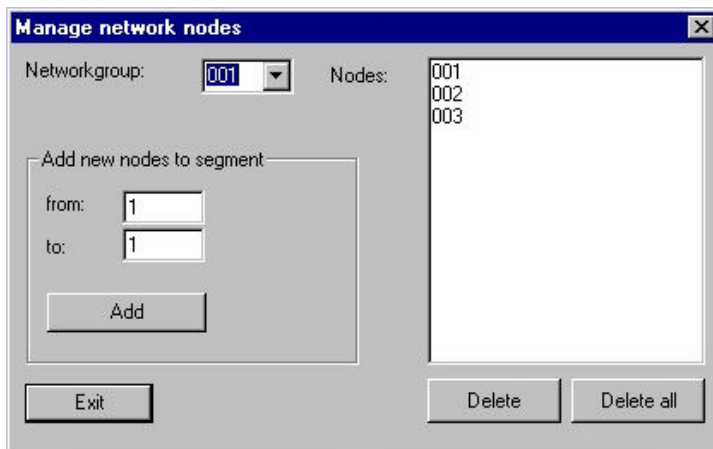
Under **Setup password**, please assign a new password to protect your setup against unauthorized modification.



### 15.3 Registering a network node

You must tell the software which nodes are installed in the network. Lock Nodes all belong to particular groups. For example, all of the nodes on the first floor belong to Group 001, and those on the second floor to Group 002. The Lock Nodes also have a 'Member ID'. Both numbers are printed on the Lock Nodes.

Click the **Manage network nodes** button. Next to *Network group*, select the relevant group. Under *Add new nodes to area:*, enter the Member IDs. In the case of individual numbers, enter the same number in the *from:* and *to:* boxes; otherwise, enter the numbers of the area concerned. Click **Add**, until you have registered all of the network nodes. Once you have entered all of the nodes in all of the groups, confirm with **Exit**.



Network nodes that are not registered cannot be contacted.

New nodes can be added at any time.

### 15.4 Testing Lock Nodes

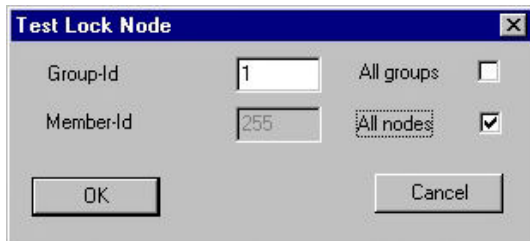
Next, test the Lock Nodes by pressing the **Test Network Nodes** button. You can make the following settings:

Test individual nodes: Enter their *Group* and *Member ID* and click **OK**.

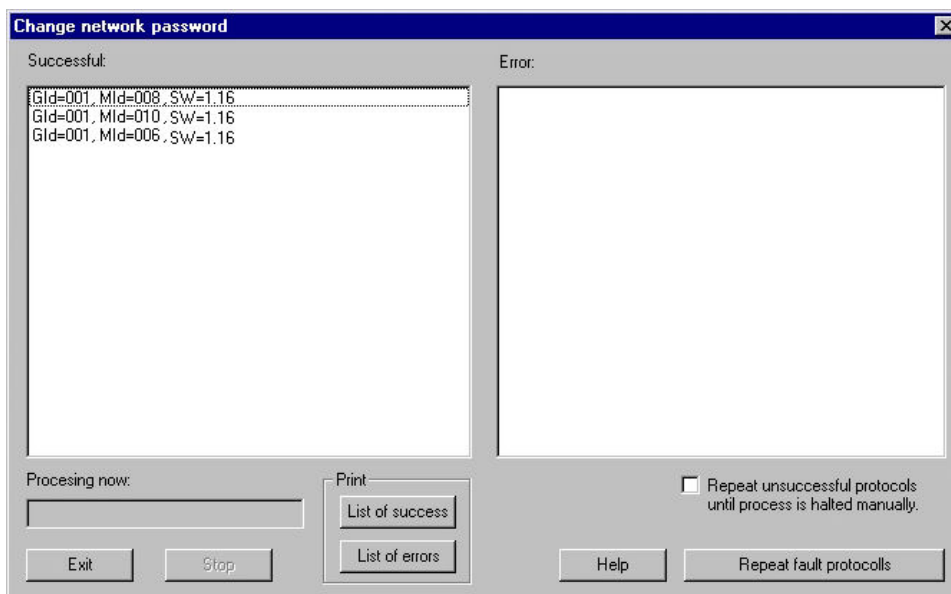
All of the nodes in a group: Enter the group concerned and click *All nodes*, then click the **OK** button.

All of the nodes in a network: Click *All groups* and *All nodes*, followed by the **OK** button.

Select the action you would like to perform.



Next you will receive a list of all the Lock Nodes that have been successfully tested. If a Lock Node did not respond, it will appear in the Error List on the right. Test such network nodes again individually. If it fails to respond again, then check whether the Lock Node batteries voltage is correct (approximately 41 V).



You can print out the **Successful** and **Error** lists by clicking on the appropriate Print button.

You cannot proceed with the next steps until all of the network nodes have responded successfully.

Click **Exit**, then once again on **Exit**.

### 15.5 Assigning/changing the network password

Data communication between the software and the individual nodes can be encoded using a network password. If you change this password, you must inform all of the network nodes that you have done so. Click the **Network password** button. If you have not assigned a password yet, then simply leave the upper box empty. Enter your new password (i.e. NET) and confirm it. The characters of the password are shown as asterisks so that someone looking over your shoulder can not read it.



A dialog box titled "Change network password" with a close button (X) in the top right corner. It contains three text input fields: "Old Password:", "New Password:", and "Confirmation:". The "New Password:" and "Confirmation:" fields contain asterisks (\*\*\*\*\*). Below the fields are two buttons: "OK" and "Cancel".

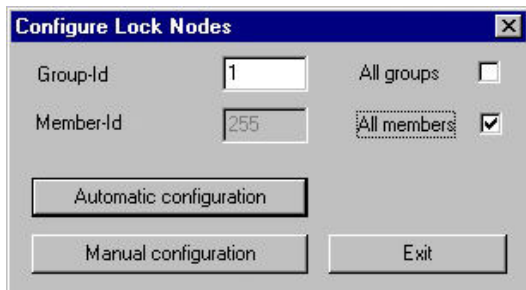
Confirm your entry with **OK**. The password will be sent to all of the network nodes.



This programming procedure must not be interrupted, otherwise it will no longer be possible to communicate with parts of the network.

### 15.6 Configuring network nodes

The Lock Nodes are configured to the associated locks. If the locks have already been programmed, then you can choose *All groups* and *All nodes*, then click **Automatic configuration**. The network nodes will retrieve the data from their locks, and automatically assign themselves to them.



A dialog box titled "Configure Lock Nodes" with a close button (X) in the top right corner. It contains two text input fields: "Group-Id" with the value "1" and "Member-Id" with the value "255". To the right of these fields are two checkboxes: "All groups" (unchecked) and "All members" (checked). Below the fields and checkboxes are three buttons: "Automatic configuration", "Manual configuration", and "Exit".



A simpler and quicker way is to program the Lock System beforehand using the Configuration tool.

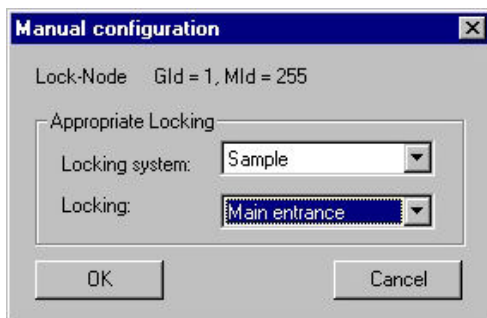
Check the *Successful* list carefully. If, even though the System has already been programmed, an '*unknown lock*' appears there, you can assume that it has either not been programmed yet, or that the lock has already been programmed in a different Lock System. If a network node appears in the *Errors* list, then there is a problem in the radio transmission between the Lock Node and the lock. Either the door is open, or the distance between the lock and the node is too great.

Intermediate step if the Lock System is not yet programmed:

Mark the lock that you have networked. Choose **Options > Network setup** and then click the **Configure Network Nodes** button.

Enter the *Group* and *Member ID* of the associated network node, and click the **Manual configuration** button.

You will be asked if it is the right lock. If it is not, then select the right one. Confirm with **OK**.

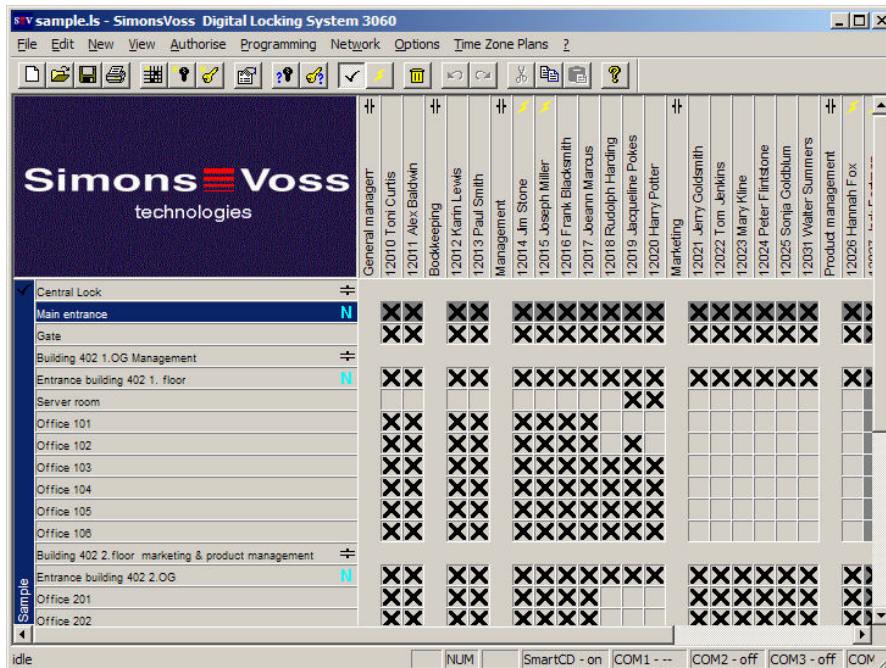


Repeat these steps for the other network nodes. You can now program and retrieve data from the locks.

A blue N appears to symbolize every networked lock in the Lock Plan. If the color of this symbol changes, then there is a fault:

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Yellow Problem in the radio connection between Lock Node and lock (caused by an open door, for example).

Red Connection between PC and Lock Node interrupted. In this case, check the batteries in the network node.



You can obtain a list of the network addresses of all the locks under **View > Network addresses**.

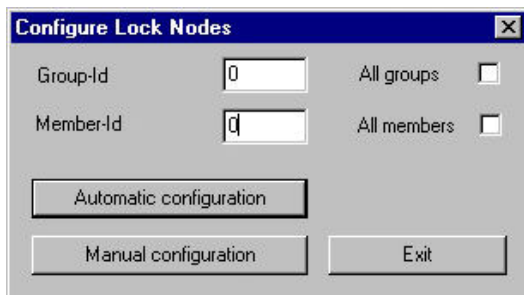
## 15.7 Adding network nodes

Click **Manage network nodes**. Choose the group concerned, and enter the Member IDs of the Lock Nodes. Click **Add**. Network nodes that have not been registered cannot be contacted. You can only add new Lock Nodes that have not been programmed.

Once you have registered all of the Lock Nodes, click **Exit**. In *Network Setup*, click the **Implementing new nodes** button. The software will transmit the network password. You can then configure the Lock Nodes.

### 15.8 Removing network nodes

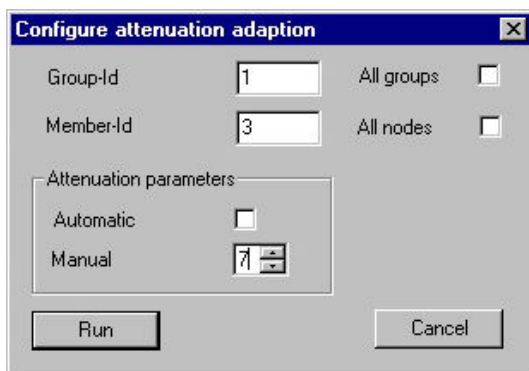
Select the lock whose network node you would like to remove. Choose **Options > Network setup**, then click the **Configure Network Nodes** button. Enter a zero (0) next to *Group ID* and *Member ID*, then click **Manual configuration**. Confirm the security message with **OK**. The software will then delete the network node.



### 15.9 Configuring attenuation

If structural circumstances mean that the Lock Node is installed less than the minimum distance away from the digital lock, then the Lock Node's transmission output can be reduced so that it does not overload the lock.

In *Network setup*, click the **Configure attenuation** button. The Lock Node will normally set itself to the distance which exists. However, if you continue to receive transmission errors, select manual adjustment. Set the attenuation factor. 0 represents no attenuation and 7 the highest possible reduction. Enter the Lock Node at which the transmission output is to be reduced.



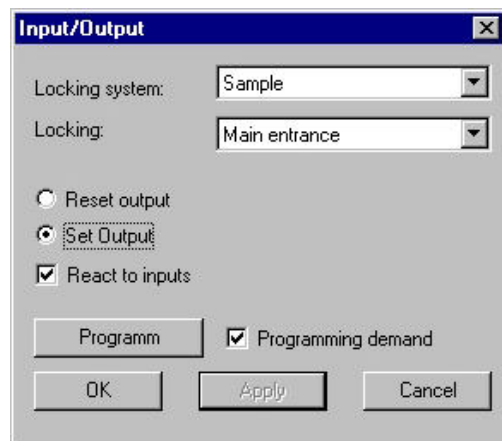
Then click **Run**.

### 15.10 Input/output

This is where you can adjust the inputs and outputs of the Lock Node.

If you would like to activate the output, check **Set output**, and to deactivate it check **Reset output**. If you change this setting, you have to subsequently reprogram the Lock Node. To do this, click the **Program** button.

If you would like the network node to constantly check its inputs, then check **React to inputs**, and program the Lock Node.



### 15.11 Messages

This is where you obtain information about the status of the Lock Node's inputs and outputs.



You must program the network nodes so that they can respond to inputs.

If the table contains the message *Input status change*; *Input 1* or *Input status change*; *Input 2*, then that network node input is closed. If the message *Input status change* appears, then the contact is open again.



This list is not updated automatically; you must always click the **Update** button before reading it.

To delete a message, select it and press **Delete**.

You can use the **Filter** to define which network nodes are shown in the list and which are not:

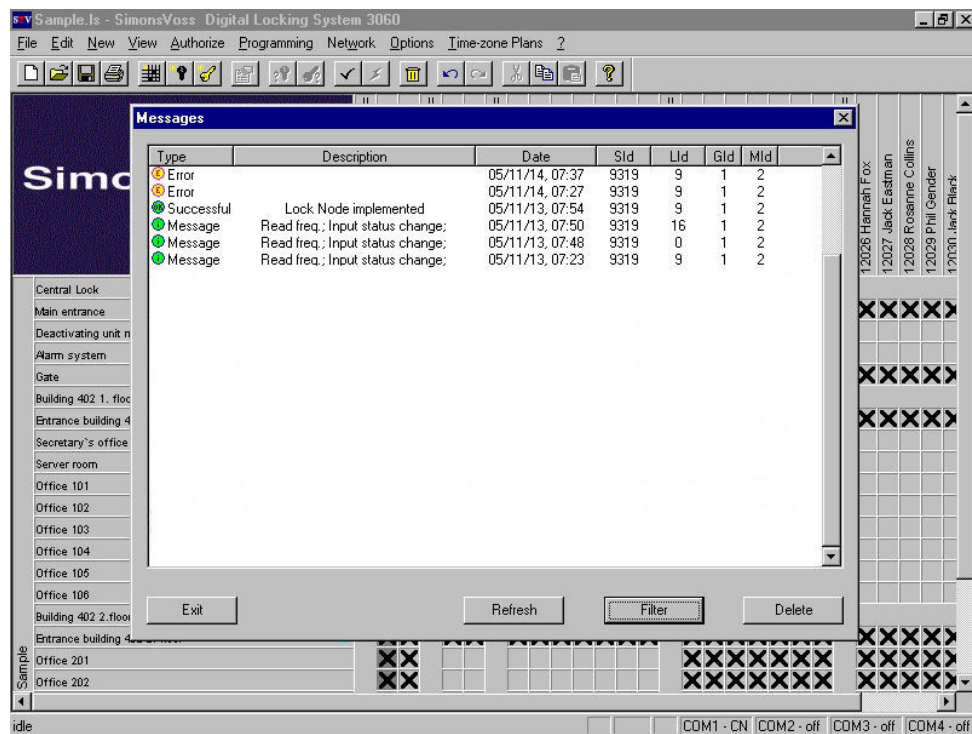
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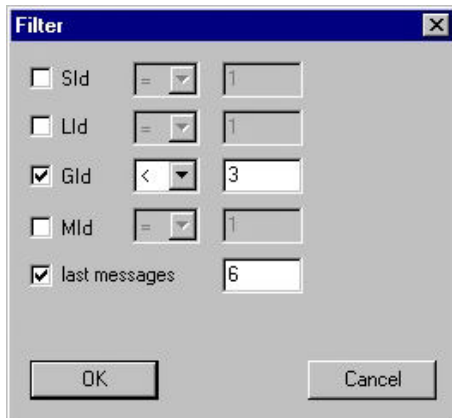
SId            ID number of the Lock System  
LId            ID number of the lock  
GId            Group ID of the network node  
MId            Member ID of the network node

In the window shown below, as an example, only network nodes will be listed whose Group ID is less than three.

You can also set the number of most recent messages (in this case 6).





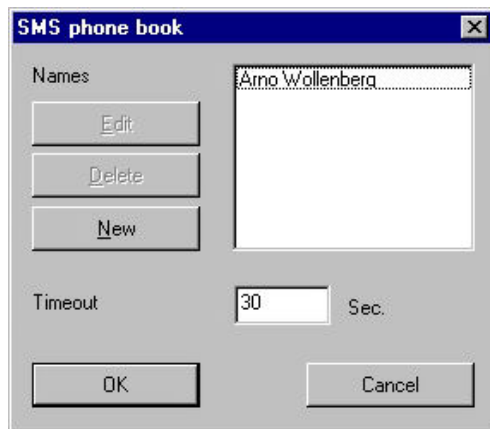


Make the changes you require and confirm with **OK**.

### 15.12 Configuring SMS messages

Choose **Options > Unified messaging**. In the *Message Systems box*, click the **SMS** button.

Select the telephone entry of the person concerned, and click **Edit**. If you would like to add a new person to the telephone directory, click **New**. Enter the name and select the service provider of the mobile phone to which the message is to be sent. Enter the mobile phone number under *Telephone number*. Choose whether the connection to the provider is to be established using ISDN or modem. Next, click **Configuration**, where one of the settings you can make is whether the number is an extension. The protocol setting (TAP/UCP) is determined by the provider. Enter your message text, and test to see if a connection can be made. Confirm your entries by clicking **OK**. Under *Timeout*, enter the duration for which the software should attempt to establish a connection. In the example below, the software will stop trying after 30 seconds. Confirm your entries by clicking **OK**.

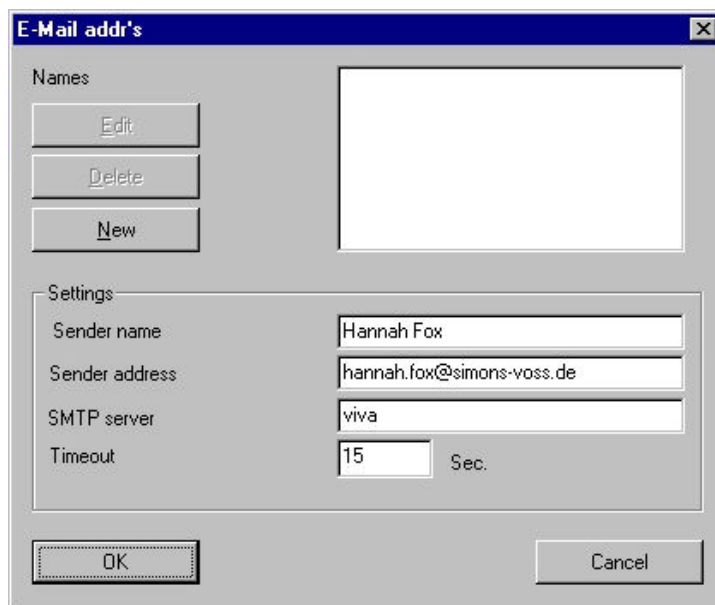


### 15.13 Configuring e-mail

Choose **Options > Unified messaging**. In the *Message Systems box*, click the **E-mail** button.

In the *Settings* area, enter the sender name, the sender's address and the SMTP server.

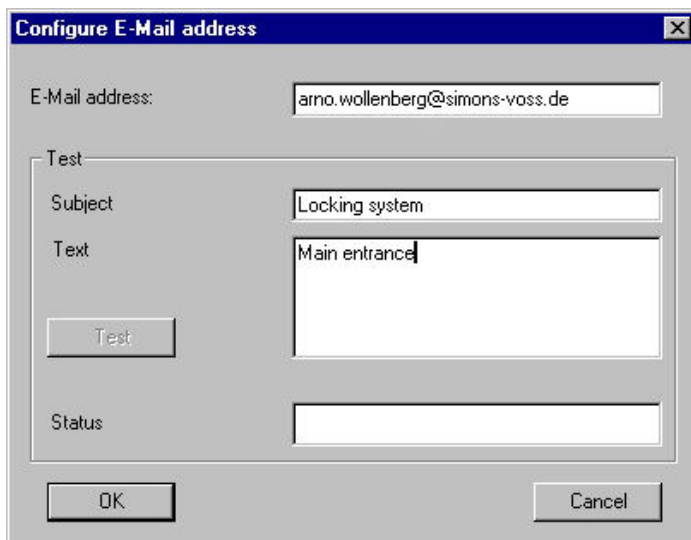
Under *Timeout*, enter the duration for which the software should attempt to establish a connection. In the example below, the software will stop trying after 15 seconds.



Click the **New** button.

Enter the address to which the message is to be sent (i.e. arno.wollenberg@simons-voss.de)

Enter the *Subject* line and compose the message that is to be sent.



The screenshot shows a Windows-style dialog box titled "Configure E-Mail address". It contains the following fields and controls:

- E-Mail address:** A text box containing "arno.wollenberg@simons-voss.de".
- Test:** A section header for the test configuration.
- Subject:** A text box containing "Locking system".
- Text:** A large text area containing "Main entrance".
- Test:** A button located below the text area.
- Status:** An empty text box.
- OK:** A button at the bottom left.
- Cancel:** A button at the bottom right.

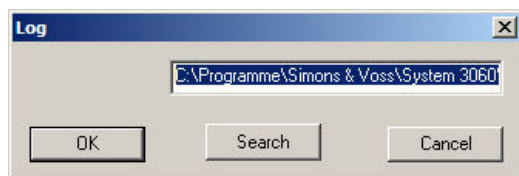
**Test** to see if a connection is established. Confirm your entries by clicking **OK**.

### 15.14 Creating a log file

In the *Unified messaging configuration* window you can create a log file. This CSV file provides you with an overview of all the SMS and e-mail reports, including a) the message recipient and b) whether the connection was free of errors.



You can change the path by clicking the **Log file** button. Confirm your entries by clicking **OK**.



All events should be written to the file specified by SimonsVoss, because it makes investigation easier should a fault occur.

## 16.0 Organizing a network

### 16.1 Assigning a Network Administrator password

The administration of a network can be secured using a separate password. To do this, choose **Network > Administrator password**. Enter the password and confirm it. You can change this password at any time without the need for any subsequent programming.



The characters of the password are shown as asterisks so that it can not be seen by someone looking over your shoulder.

Confirm with **OK**. To go to the Network menu, choose **Network > Allow Management**. Enter your password and confirm it with **OK**.



You can now control one or more locks simultaneously from your central computer.

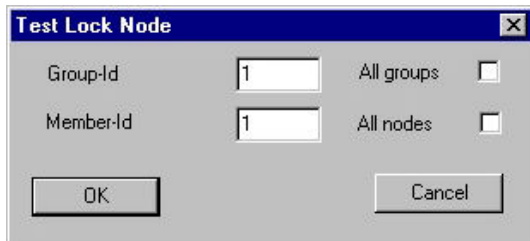
### 16.2 Testing Lock Nodes

You can also use this menu to test one or more network nodes. Choose **Network > Test Lock Node**. You can adjust the following settings:

Test individual nodes: Enter their *Group* and *Member ID* and click **OK**.

All of the nodes in a group: Enter the group concerned and click *All nodes*, then click the **OK** button.

All of the nodes in a network: Click *All groups* and *All nodes*, followed by the **OK** button.



The 'Test Lock Node' dialog box has a title bar with a close button. It contains two input fields: 'Group-Id' with the value '1' and 'Member-Id' with the value '1'. To the right of each input field are two checkboxes: 'All groups' and 'All nodes', both of which are currently unchecked. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

Select the action you would like to perform.

### 16.3 Activating locks

Choose **Network > Activate lock**. Enter the password for the Lock System (not the network password).

You can now choose from the following actions:

- |                        |  |
|------------------------|--|
| Perform remote opening | The networked lock concerned is engaged or responding. |
| Deactivate lock        | The lock is not responding to authorized transponders. |
| Activate lock          | Undoes deactivation.                                   |



The 'Activate network lockings' dialog box has a title bar with a close button. It contains three dropdown menus: 'Locking system:' with 'Sample' selected, 'Locking:' with 'Main entrance' selected, and 'Password:' with 'xxxxxx' entered. Below these is a section titled 'Action' containing three radio buttons: 'remote unlocking' (which is selected), 'deactivate locking', and 'activate locking'. At the bottom of the dialog are two buttons: 'Run' and 'Cancel'.

Select the action and click the **Run** button. To close the window, click **Cancel**.

### 16.4 Program Lock System

Open your Lock System using the password and make the changes you require – such as changing authorizations. After that, authorize your Lock System again.



The programming symbol will appear next to locks whose authorizations have changed.

a.) Programming a single lock:

Select the lock concerned and click **Programming > Lock**, then click the **OK** button.



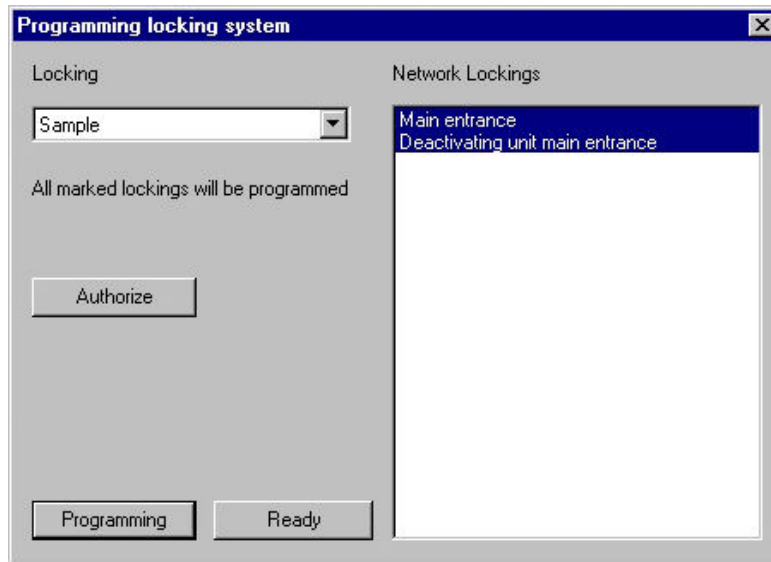
b.) Programming more than one lock:

Choose **Network > Lock System**.

Select the *Lock System*. A list of networked locks requiring programming will appear. Select the locks you would like to program.



You can select more than one lock using the **Ctrl key**.



Press the **Programming** button. The locks will then be programmed one after the other.

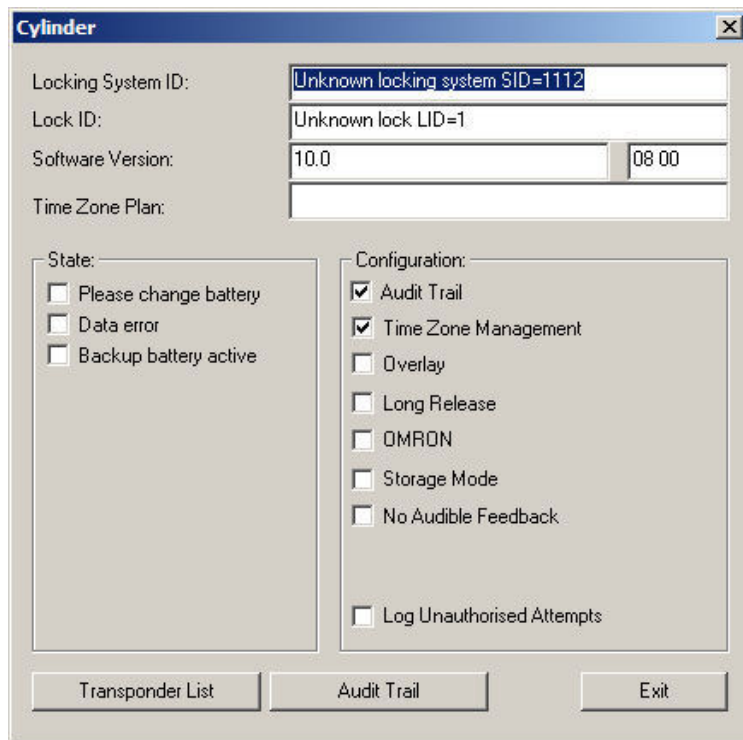
### 16.5 Retrieving individual Access Lists

You can retrieve data from any lock individually. Select the lock from which you want to retrieve data, and choose **Programming > Read lock**.

Confirm the name of the lock (i.e. Entrance building 402 1st floor) with **OK**.

You will then receive information about the lock. You can also retrieve a **Transponder list** or an **Access List**, by clicking the respective button.

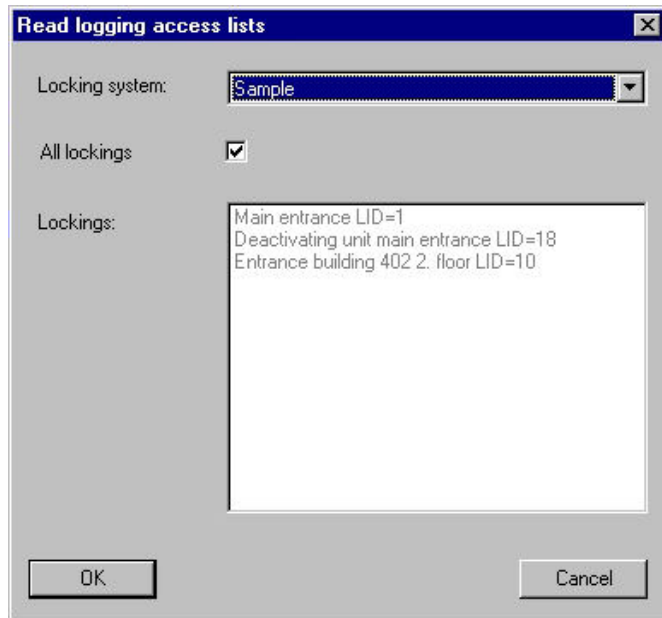




### 16.6 Retrieving multiple Access Lists simultaneously

You can retrieve the Access Lists from several locks at the same time. Choose **Network > Read List of Accesses**.

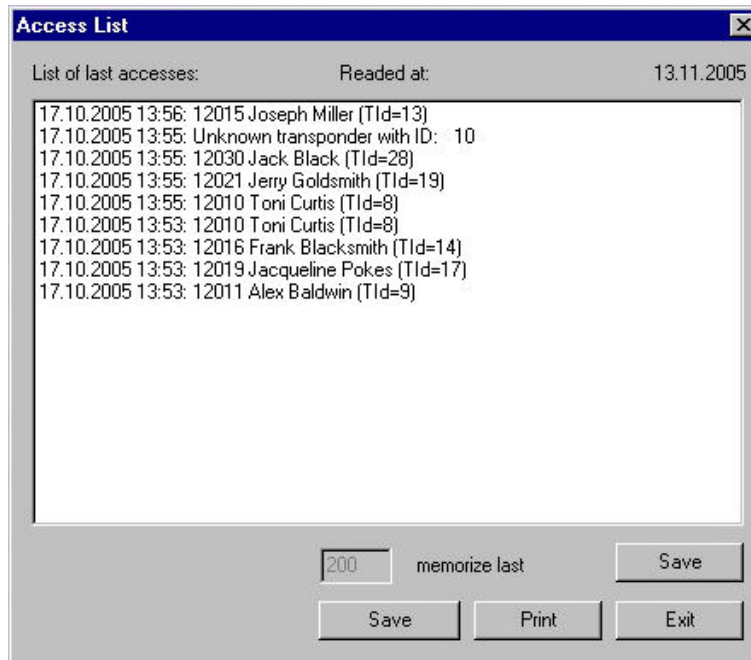
Select the Lock System. If you would like to retrieve the Access Lists from all the locks, leave the *All locks* box checked. Otherwise uncheck it and select the locks from which you would like to retrieve data. Confirm your entry with **OK**.



The *Successful* window will contain all the locks from which data has been successfully retrieved. If an *Error* has occurred, click **Repeat failed reports**.

Close the window by clicking **OK**.

Next, select one of the locks from which you have just retrieved data. Choose **Edit > Properties**. Click on the *Transponder* tab followed by the **Access List** button.



You will receive a list of the most recent accesses. The number of accesses saved can be set between 0 and 10,000.

Click **Save**, then **Exit**.

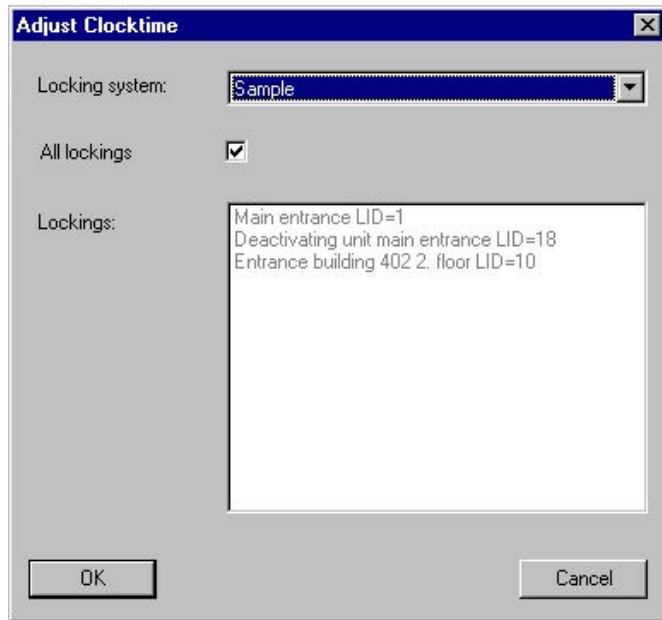
### 16.7 Synchronizing the time

If the time stored in the locks does not correspond with the actual time, you can use this command to reset the time in the locks. Choose **Network > Clock Adjustment**.

Select the Lock System. If you would like to set the time in all the locks, click **OK**. Otherwise, uncheck the *All locks* box then select the locks you want to set and confirm with **OK**.



You can select multiple locks using the **Ctrl** key.



The software will use the date and time stored in your computer, so you should check these before synchronizing.

### 16.8 Task Manager

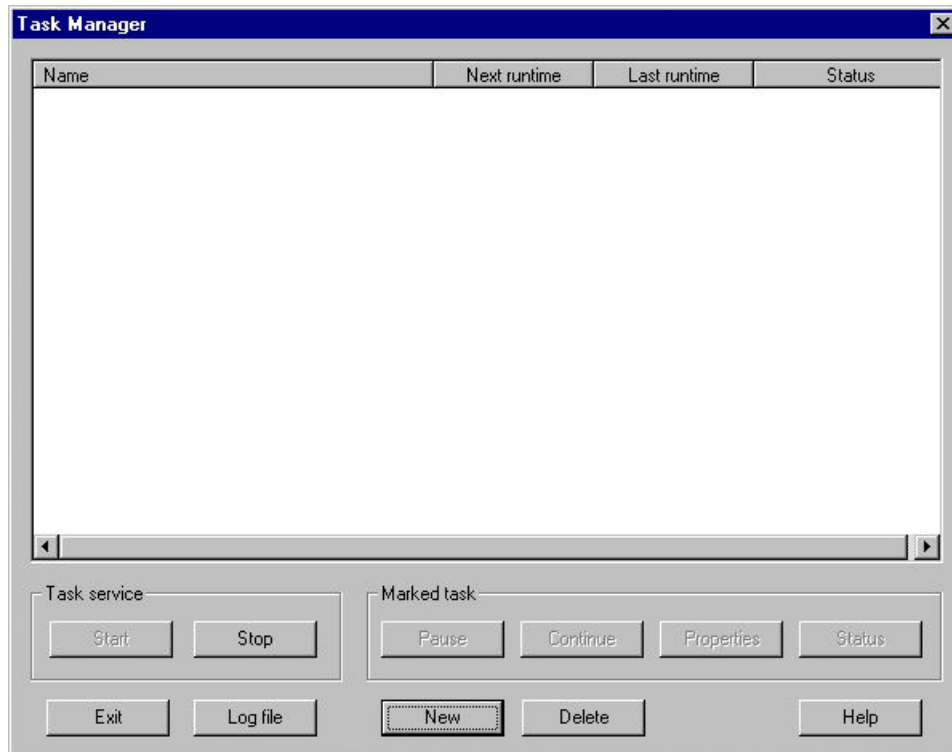
You can use the Task Manager to plan certain network tasks.

For example:

1. Activate the main entrance locks at 9AM every morning and deactivate them at 7PM each evening.
2. Program the Lock System at 8PM each evening.
3. Continuously retrieve the Access Lists from the relevant doors.

For these functions to work, the computer (operating system: Windows NT/2000/XP) on which the Lock Plan software is installed must be permanently turned on. The screen saver can be active, but the Lock Plan must be open for modification.

Choose **Network > Task Manager** and when it opens, click **New**. The following tasks are available: set output, reset output, perform remote opening, test Lock Node, activate lock, deactivate lock, emergency release, program locks and retrieve Access Lists. Choose the task you require (next to *Type*).



Assign a name to this task (i.e. Retrieve Access Lists). If you would like to activate the task at a later stage, uncheck the **Activated** box; however, if you do this you will have to return to this window later and check the box again. You can have the task performed as a one-off or continuously at regular intervals. Another way of programming the task is to configure it as a response to a particular event (see Event Manager). If you have activated *Repetition intervals*, then you must set the starting time and date, and the interval at which the task is to be executed (the repetition interval).

In this example the repeat interval: starts on February 5, 2006 at 1AM. The Access Lists will be retrieved every 10 minutes.



The task will be repeated on the subsequent days.

**Task**

Name:

Type:

Status: ☒ Activated (start planned task as stated)

Run

☐ Once

☒ Repetition interval

☐ As reaction to an event

Start time:

Start date:

Repetition interval

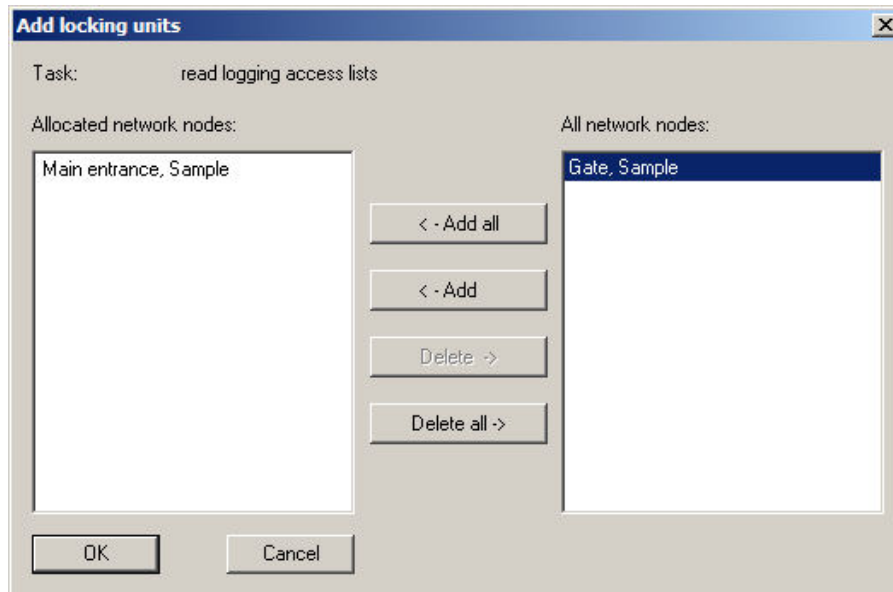
Every

Locking units/network nodes



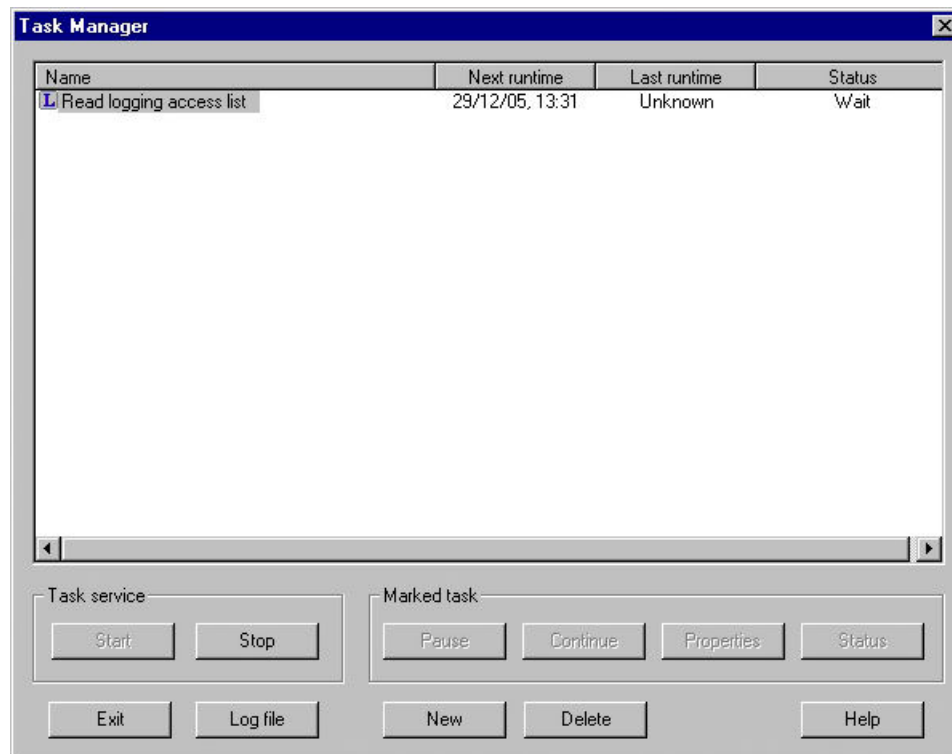
Remember that a task can take several minutes, so you should plan your tasks carefully so as not to overburden your network.

Click the **Edit** button. Select the locks to which this task is to apply, and confirm twice with **OK**.



Clicking the **Stop** button will halt the Task Manager, and clicking **Start** will make it start up again. You can plan other tasks by clicking **New**. If you would like to delete a task, select it and click the **Delete** button.

You can **Pause** a selected task (to program the Lock System, for example), and **Continue** it again later. Clicking the **Properties** button takes you back to the *Task* window, where you can make settings such as changing the start date or interval. If you would like to find out how far a selected task has progressed, click the **Status** button.



You can obtain an overview of all your tasks by creating a **Log file**. This text file can be opened and evaluated using a program such as Microsoft Excel.



### 17.0 Event Manager

#### 17.1 Definition

This function is used to create logical links between an event and a response. The Lock Plan software can initiate a defined response to particular events (a door opening, for instance) – such as sending an SMS. By entering the day of the week and the time, you can also define the period of time during which an event should be responded to.

Examples:

- 1.) The doorman presses a combination of keys on the computer, and the entrance door is opened as a result.
- 2.) A door remains open for too long, and an SMS is sent to the watchman's mobile phone.
- 3.) The alarm system is disarmed, which activates the locks.
- 4.) An employee at a company registers in the morning using a SmartRelay. This information can be sent to any computer in the network so that (for example) Reception can maintain a list of the people present in the building.



Since the computer has to remain switched on all the time, we recommend using a PC running Windows XP Professional. The Lock Plan must also be running. You can use a screen saver.

#### 17.2 Procedure

To begin with you set up the response(s) and configure it/them. The following responses are available to choose from:

Run a file	Launch an executable program
E-mail	Send an e-mail to a particular e-mail address (person or group)
Network task	Edit locks, activate Lock Node output
Network message	Transmit a message to a network computer using Event Agent
SMS	Send an SMS to a mobile phone
Log file	Create a log file

You then set up an event. When you configure this event, you also set up the link to the reaction or reactions which you want it to initiate.

Overview of events:

Input event	The input signal changes at a network node
Key combination	Two keys are pressed on a computer
Time interval	You can use this function to define a time period during which events are to be ignored. The response is not initiated until this period has lapsed.
Access	If the Access Lists are being retrieved continuously, then you can use this function to set a response if: <ol style="list-style-type: none"><li>1. a particular transponder is pressed or</li><li>2. any authorized transponder is pressed</li></ol>

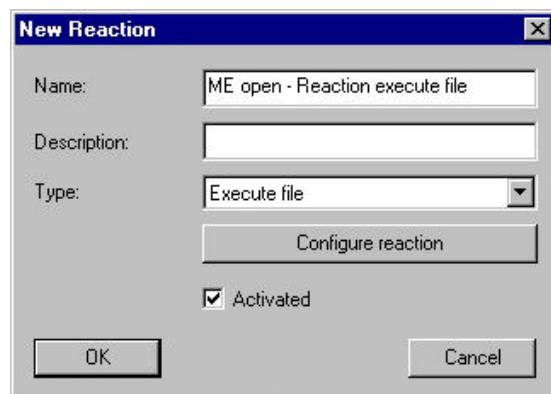
### 17.3 Defining reactions

Choose **Network > Event Manager**. To begin with you set up reactions to events which you will define later. To set them up, click the **New** button in the *Reactions* area.

There are a range of available reactions. The pages that follow tell you how to define and configure them. More than one reaction can be defined for an event.

Assign a **Name** to the reaction (i.e. ME open – Reaction execute file). You can also add a comment in the *Description* box if required.

Select the reaction (i.e. Execute file). This response is then configured by clicking the **Configure reaction** button. If you would like the reaction to take place later, then uncheck the **Activated** box. Confirm your entries by clicking **OK**.



**New Reaction**

Name: ME open - Reaction execute file

Description:

Type: Execute file

Configure reaction

☒ Activated

OK Cancel

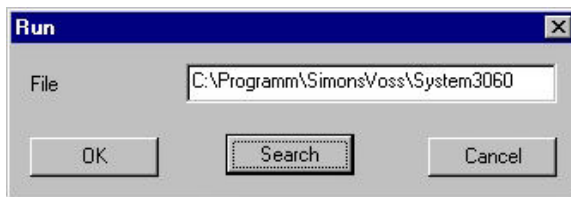
### 17.4 Run file

This response launches an executable program.

Examples:

- a.) You can write a program (batch file) which causes an e-mail to be sent if a particular event occurs.
- b.) A program (such as Microsoft Word) is opened, and a file is automatically opened containing important telephone numbers.

Enter the path of this file in the configuration.



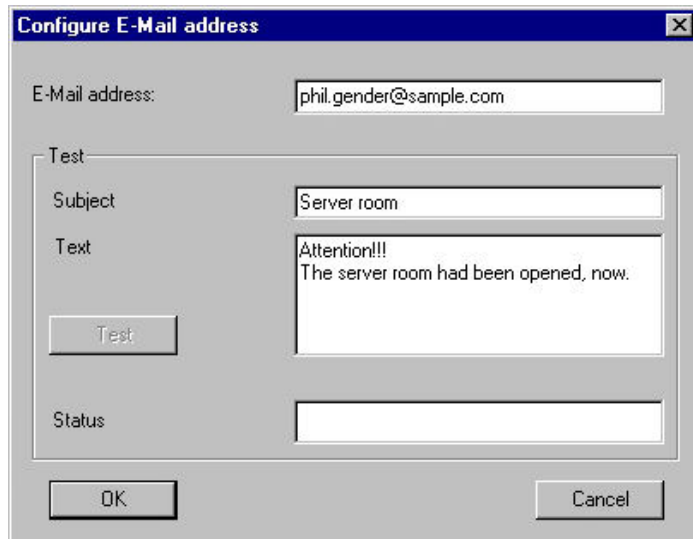
### 17.5 Send e-mail

This function allows an e-mail to be sent to a particular e-mail address. Select **E-mail** as the type. Click on the **Configure reaction** button and then on **New**.

Enter the e-mail address (i.e. phil.gender@sample.com)

Enter the text that is to appear in the e-mail.

You can use the **Test** button to see if the e-mail is sent successfully. Confirm your entries by clicking **OK**.



Some settings must first be made under **Options > Unified Messaging > E-mail** in order for e-mails to be sent.

### 17.6 Configuring network tasks

This you can use to execute a particular network task. The following tasks are available:

Set/reset output, perform remote opening, test Lock Nodes, activate/deactivate/program locks, retrieve Access Lists.

Choose **Network task** as the type. Click **Configure reaction**.

Assign a name (i.e. Activate main entrance door buzzer) and select the network task (i.e. Remote opening)

**Task**

Name:

Type:

Status:

☒ Activated (start planned task as stated)

Run

☐ Once

☐ Repetition interval

☒ As reaction to an event

Start time:

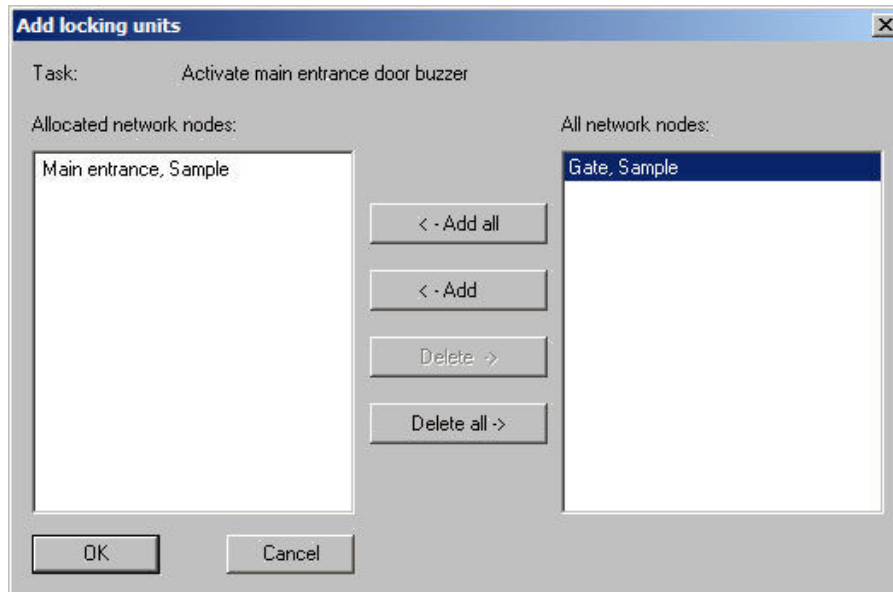
Start date:

Repetition interval

Every

Locking units/network nodes

Click the **Edit** button and select the lock(s) involved. Confirm your entries by clicking **OK**.



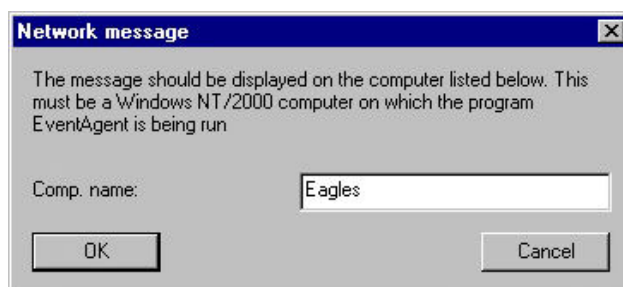
### 17.7 Configuring network messages

A message is sent to a network computer which is displayed in a special SimonsVoss program called the Event Agent. For example, if you would like to inform Factory Security that a door is open, this can be done automatically.

Computer requirements:

1. Operating system Windows NT/2000/XP
2. The computer must be connected to the internal Windows NT/2000/XP network
3. The Event Agent must be installed and started (see separate manual)

Assign a name to the reaction and select **Network message** as its type. Click **Configure reaction** and enter the name of the computer on which the message is to appear.



Confirm your entries by clicking **OK**.

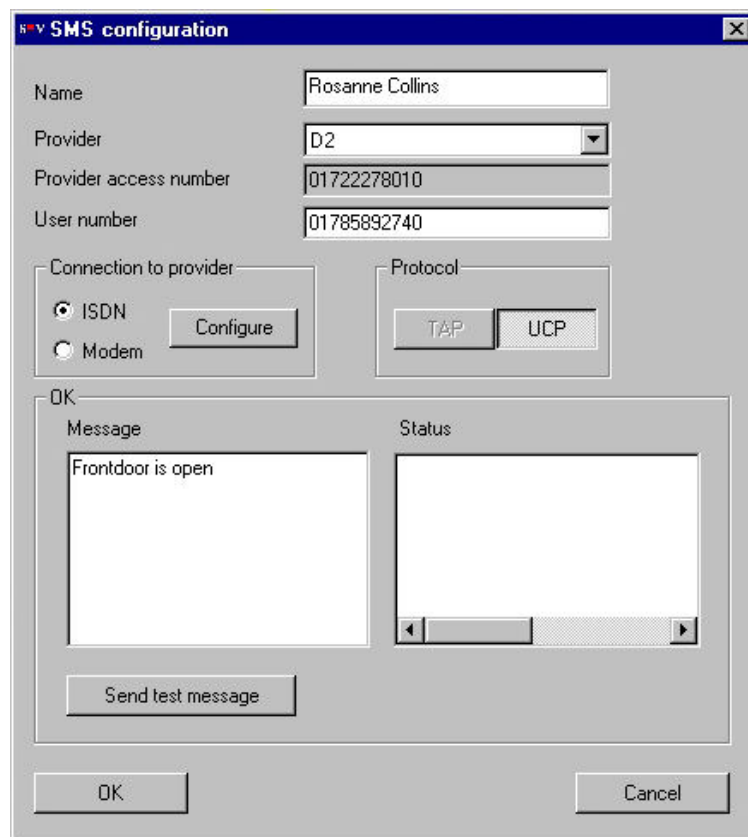
### 17.8 Send SMS

You can send an SMS to a mobile phone. Select **SMS** as the type. The *SMS* window will open. In the telephone entry box, select the person concerned and click **Edit**. If you would like to add a new person to the telephone directory, click **New**.

Enter a name for the response and select the service provider of the mobile phone on which the message is to appear.

Under *Telephone number*, enter the mobile phone number. Choose whether the connection to the provider is to be established using ISDN or modem. Next, click **Configuration**, where one of the settings you can make is whether the number is an extension. The protocol setting (TAP/UCP) is determined by the provider.

Enter your message text, and test to see if a connection can be made. Confirm your entries by clicking **OK**.



The screenshot shows the 'SMS configuration' dialog box. It has a title bar with a close button. The main area contains several fields and controls:

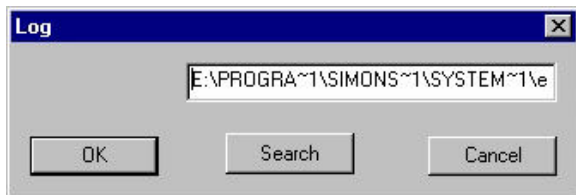
- Name:** A text box containing 'Rosanne Collins'.
- Provider:** A dropdown menu showing 'D2'.
- Provider access number:** A text box containing '01722278010'.
- User number:** A text box containing '01785892740'.
- Connection to provider:** A group box containing two radio buttons: 'ISDN' (selected) and 'Modem'. A 'Configure' button is next to the 'Modem' option.
- Protocol:** A group box containing two buttons: 'TAP' and 'UCP'.
- Message:** A text area containing 'Frontdoor is open'.
- Status:** An empty text area.
- Send test message:** A button located below the message and status areas.
- OK:** A button at the bottom left.
- Cancel:** A button at the bottom right.

### 17.9 Creating a log file

This file displays the events. Events are recorded in a table and can be edited using a text editor such as Excel or Access.

We recommend logging all events in a single file in order to retain a better overview.

If you would like to change the path of this file, click **Configure reaction** and enter the new path.



### 17.10 Configuring events

Once you have entered the responses, you can configure the events that are to initiate these responses. Open the Event Manager and click the **New** button in the *Events* area.

Assign a name and description (optional) to the event. The text you enter under **Message** will appear later in the message list.

If you would like to initiate the event at a later stage, uncheck the **Activated** box.

The events are categorized according to *Alarm levels*. If you are working with the Event Agent, you can set it up to display warnings only, or all alarm levels.



You can set a time limit to the initiation of a reaction to an event. For example, it is often only important if a door is open or closed after the working day has finished.

If you would like to configure a time limit, click the **Configure times** button. Uncheck the *Always available* box. Mark the days of the week and define the times during which you want the reaction to occur.

Confirm with **OK**.

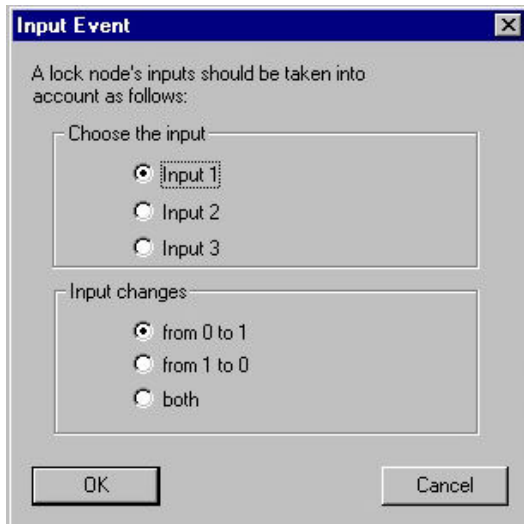
Now all you have to do is select the event and configure it. There are four types of events available, and the pages that follow describe them and their configuration.

## 17.11 Configuring input events

You can connect door contacts and bolt contacts to the network nodes. If the status of a contact changes the Lock Node will inform the software of this change. Of course, the Lock Node must be configured to check its inputs constantly (section 15.10).

Select **Input event** as the event type, and click **Configure event**. Specify whether you want the event to relate to Input 1, Input 2, or Input 3.

Choose whether the event is to be that the input closes (from 0 to 1), that it opens (from 1 to 0), or that the input changes in either way.



Select the associated lock, and configure the time if necessary. Select the action and confirm with **OK**.

### 17.12 Configuring keyboard combinations

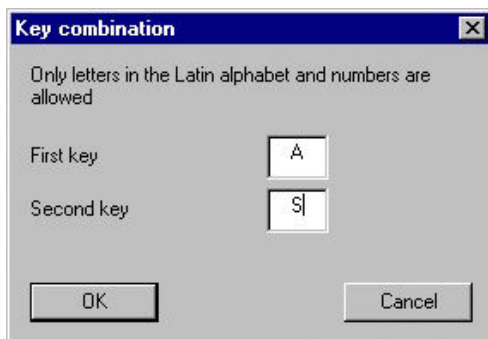
You can initiate a response by pressing two keys.

Example:

The moment the A and S keys are pressed together, the network nodes deactivate the digital US Locks.

Choose **Keyboard combination** as the type and click **Configure event**.

Enter the keyboard combination and confirm with **OK**.



Select the associated lock, and configure the time if necessary. Select the action and confirm with **OK**.

### 17.13 Setting up a time interval

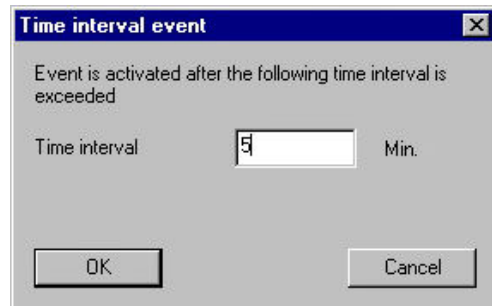
This function can be used to specify a period of time during which events are to be ignored. The reaction is not initiated until after the period has lapsed.

Example:

The door at the entrance to the Research Department it opened. This activates a timer. If the door closes within the specified time period, there is no reaction. If the door remains open for longer, a message is produced by the software.

Choose **Time interval** as the type and click **Configure event**. Enter the time interval in minutes and confirm your entry twice with **OK**.

The event '*Main entrance time exceeded*' will now appear in the Events list. The software also creates two entries in the Reaction list: '*Main entrance time exceeded arm*' and '*Main entrance time exceeded disarm*'.



Next you must set up two more events. One serves to activate the timer, the other to deactivate it.

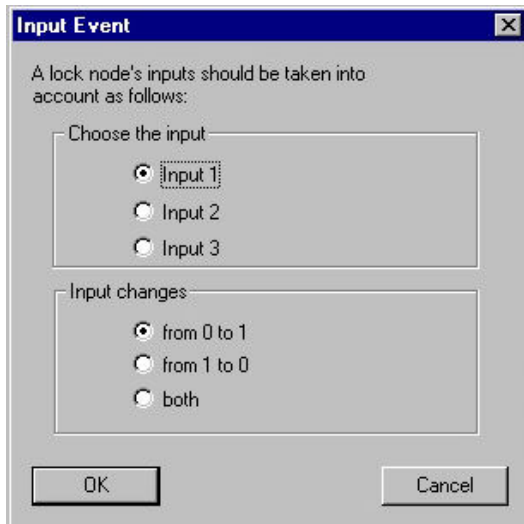
Example:

The entrance door is fitted with a door contact which is connected to the input (i.e. Input 1) of the network node. As soon as the door opens, the status of the Lock Node input changes, and the timer is activated.

In this case you choose *Input event* as the type and click **Configure event**. In this example, specify that *Input 1* of the Lock Node changes from *0* to *1* when the door opens. Confirm with **OK**.

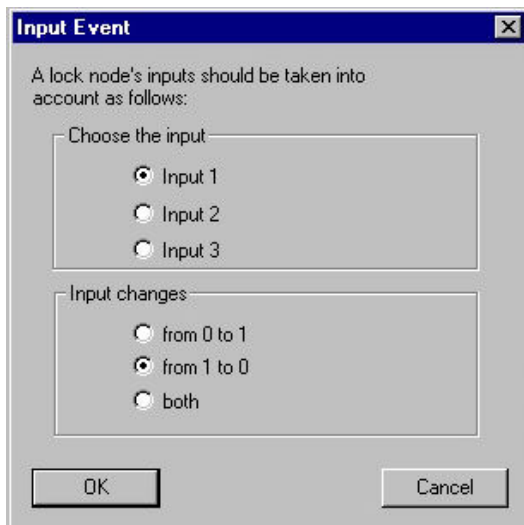
Select the associated lock, and configure the time if necessary.

In the table, choose *Time exceeded arm* as the associated action. Confirm your entries by clicking **OK**.



Make the same settings to deactivate the timer, since you only want a response if the door remains open and the stipulated time is exceeded.

Again, select *Input event* and configure *Input 1 from 1 to 0* (door contact closes again).



Select the associated lock and configure the time if necessary. Choose *Time exceeded disarm* as the associated action. Confirm your entries by clicking **OK**.

### 17.14 Entry event

You can only define a reaction to an access event if you have set the software to continuously retrieve the Access List, which you do using the Task Manager.

A reaction is only initiated by a new access. An access is considered new if:

1. The access has not yet been saved in the Lock Plan, i.e. it has not been retrieved before, and
2. A pre-defined time has not yet lapsed. You can define this time period when configuring this event.



If the Access List is not being continuously retrieved, and no time period is defined, then all 3,000 accesses will be treated as new and a response will therefore be initiated for all of them. If you only want to consider accesses that occur after setting up this event, you will first have to retrieve the Access List, and then set up the event.

Choose **Entry** as the type and click **Configure event**.

Specify whether the program should react to all transponders, or only a particular one.

If you would like it to respond to all accesses, regardless of time period, then check the **Regard all accesses** box.

The 'Access event' dialog box contains the following elements:

- A checked checkbox labeled 'React to all transponders'.
- A label 'React to the following transponder only:' followed by a dropdown menu showing '12010 Toni Curtis'.
- A label 'Locking System:' followed by a dropdown menu showing 'Sample'.
- A section titled 'Time setting' containing:
  - An unchecked checkbox labeled 'Regard all accesses'.
  - A text input field containing '1' followed by the label 'Hours'.
  - A label 'Disregard accesses that occurred longer ago than given time'.
- 'OK' and 'Cancel' buttons at the bottom.

Confirm with **OK**. Select the associated lock, and configure the time if necessary. Select the action and confirm with **OK**.